Welcome to WebTA

Employee Guide

(NFA Draft)

An Introductory Manual Written and Presented by the NOAA Time & Attendance Services Office

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Manual Revised: April 18, 2004

Table of Contents

Introduction: Timekeeping Roles and Responsibilities……….……………………………….3
Accessing WebTA…………………………………………………………………………4
Employee Main Menu Options……………………………………………………………6
Entering T&A Data……………………………………………………………………...7
Time In Pay……………………………………………………………………………...9
Selecting an Account……………………………………………………………...…11
Stored Accounting……………………………………………………………….…12
Editing an Entry…………………………………………………………………….14
Deleting an Entry……………………………………………………………………14
Other Time………………………………………………………………………….15
Dollar Transactions…………………………………………………………………16
Adding Remarks to Payroll………………………………………………..……….17
Viewing T&A Summary……………………………………………………………18
Entering Locator Information………………………………………………………19
Validating T&A Records………………………………………………..…..20
Viewing Previously Certified T&A Reports…………………………………………...23
Correcting a Previously Submitted Record……………………………………………24
Sending a Task To Timekeeper Message……………………………………….....25
Help Feature……………………………………………………………..……..25
Automated Leave Audits……………………………………………………………26
Security Features……………………………………………………………………27
Changing Your Password………………………………………………………...28
Logging Out of WebTA……………………………………………………………..29
Additional Resources………………………………………………………………..30

Rules of Behavior…………………………………………………………………Appendix A

INTRODUCTION

One of the catalysts behind the upgrade to a web-based time and attendance system was the need to use a system that supported the roles and responsibilities of the main parties involved in timekeeping: the Employee, Timekeeper and Supervisor. Their respective *primary* responsibilities include:

Employee

- Provide a written or electronic accounting of hours worked and leave taken by the established deadline each pay period.
- Provide supporting documentation for leave usage (leave slips, court documents, military orders, etc.) as required.
- Verify/validate timekeeping data submitted.
- Sign the certified copy of the timesheet if the timekeeper entered and validated the data.
- Notify the Timekeeper and Supervisor in a timely manner of any corrections needed to previous pay periods.
- Compare leave balances maintained in the timekeeping system (WebTA) with those maintained by the payroll system (NFC); notify Timekeeper/Supervisor of any discrepancies.
- Advise Timekeepers of changes to basic employee information (duty hours, tour of duty, alternative work schedules, etc.)
- Must agree to the terms and sign the Rules of Behavior for WebTA.

Timekeeper

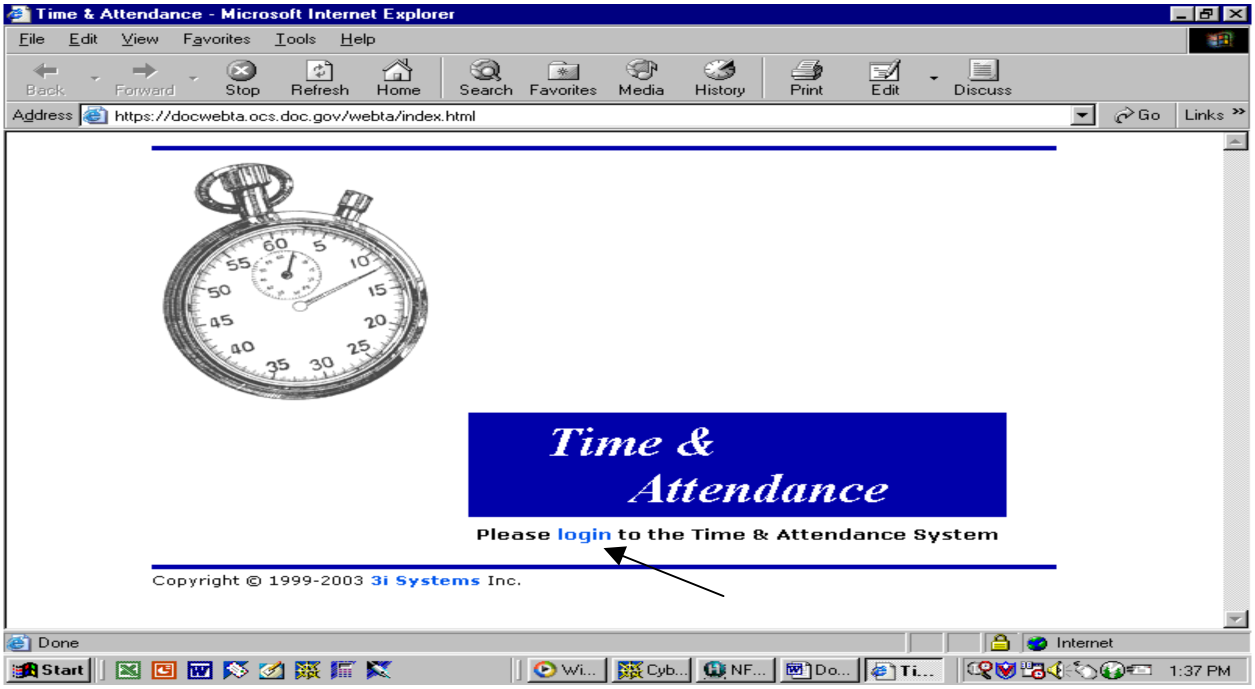
- Receive a written or electronic account of work and leave hours for all employees.
- Obtain supporting documents for leave usage.
- Ensure T&A records are submitted on every employee within processing deadlines.
- Maintain valid accounting tables with WebTA.
- Assist Time & Attendance Liaisons with corrective actions on rejected timesheets.
- Obtain effective dates from HRO or Supervisors of personnel actions affecting employees.
- Adjust employee leave balances and SCD dates as instructed by Leave Share Coordinator, HR personnel, or NOAA Time & Attendance Services Office.
- Prepare and validate corrected timesheets, as necessary.
- Resolve leave errors in a timely manner (less than five pay periods).
- Discuss questions and leave errors with Supervisors and Time & Attendance Contact Points and Liaisons.
- Add new users (not roles) within work unit to WebTA.

Supervisor

- Establish Work Unit policies to manage timekeeping functions and ensure compliance with national policies.
- Ensure accurate and complete Time & Attendance reports are submitted for each employee prior to the established deadline. Failure to complete this may result in non-payment of payroll to the affected employee(s).
- Approve (certify) the accuracy of hours worked and leave taken for all employees supervised prior to the established deadline each pay period.
- Sign the hard copy, certified T& A report for all employees supervised each pay period and provide them to the Timekeeper for filing.
- Ensure certified T&A reports and supporting documentation are retained for 6 years.
- Provide Employees and Timekeepers time to carry out their timekeeping responsibilities.
- Ensure compliance with all pay, leave and timekeeping regulations and policies.

ACCESSING WebTA

Launch WebTA using **Internet Explorer 5.5** or higher (best choice) or Netscape 7.1 or higher by typing the URL address "**https://docwebta.ocs.doc.gov**" in the address box, and **depressing Enter**, or double clicking on the WebTA icon on your desktop. **Click Continue** at the **Certificate Name Check** screen. The following screen appears:


Time & Attendance - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Print Edit Discuss
Address https://docwebta.ocs.doc.gov/webta/index.html
Go Links
Done
Internet
Start
Wi... Cyb... NF... Do... Ti...
1:37 PM

Time & Attendance

Please login to the Time & Attendance System

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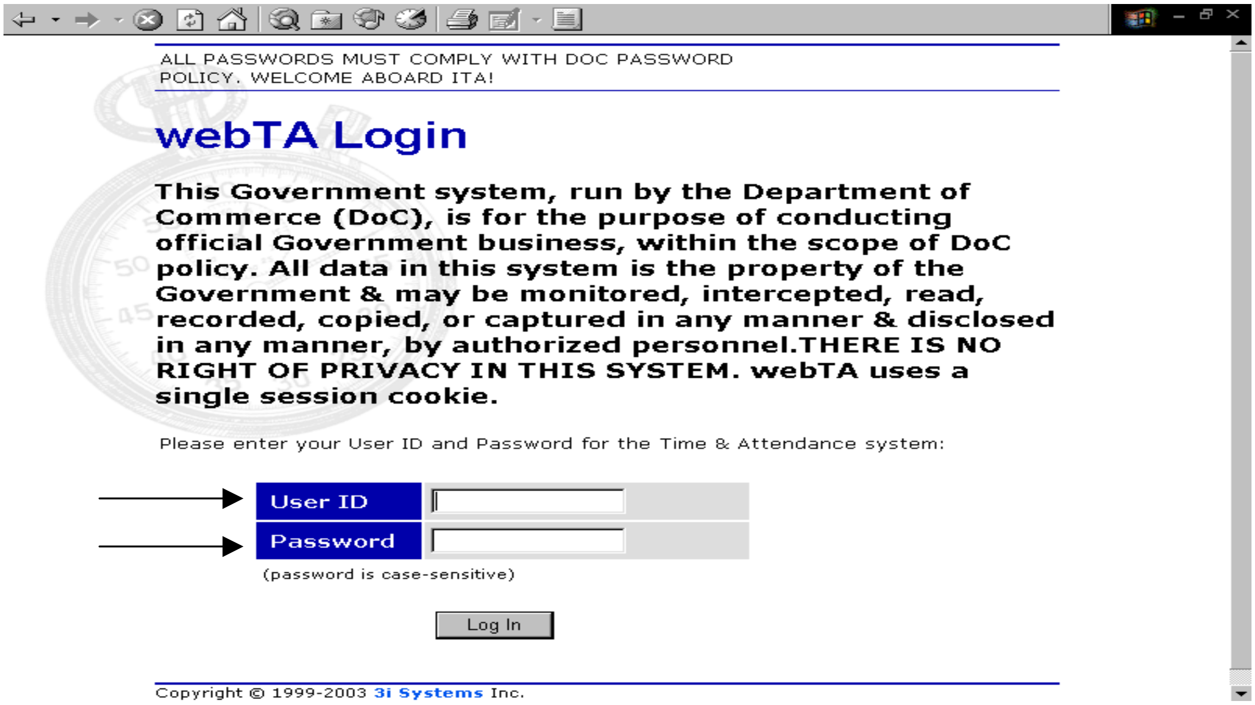
Click on **login**. The **WebTA Login** screen appears.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

webTA Login

This Government system, run by the Department of Commerce (DoC), is for the purpose of conducting official Government business, within the scope of DoC policy. All data in this system is the property of the Government & may be monitored, intercepted, read, recorded, copied, or captured in any manner & disclosed in any manner, by authorized personnel.THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. webTA uses a single session cookie.

Please enter your User ID and Password for the Time & Attendance system:

User ID
Password

(password is case-sensitive)

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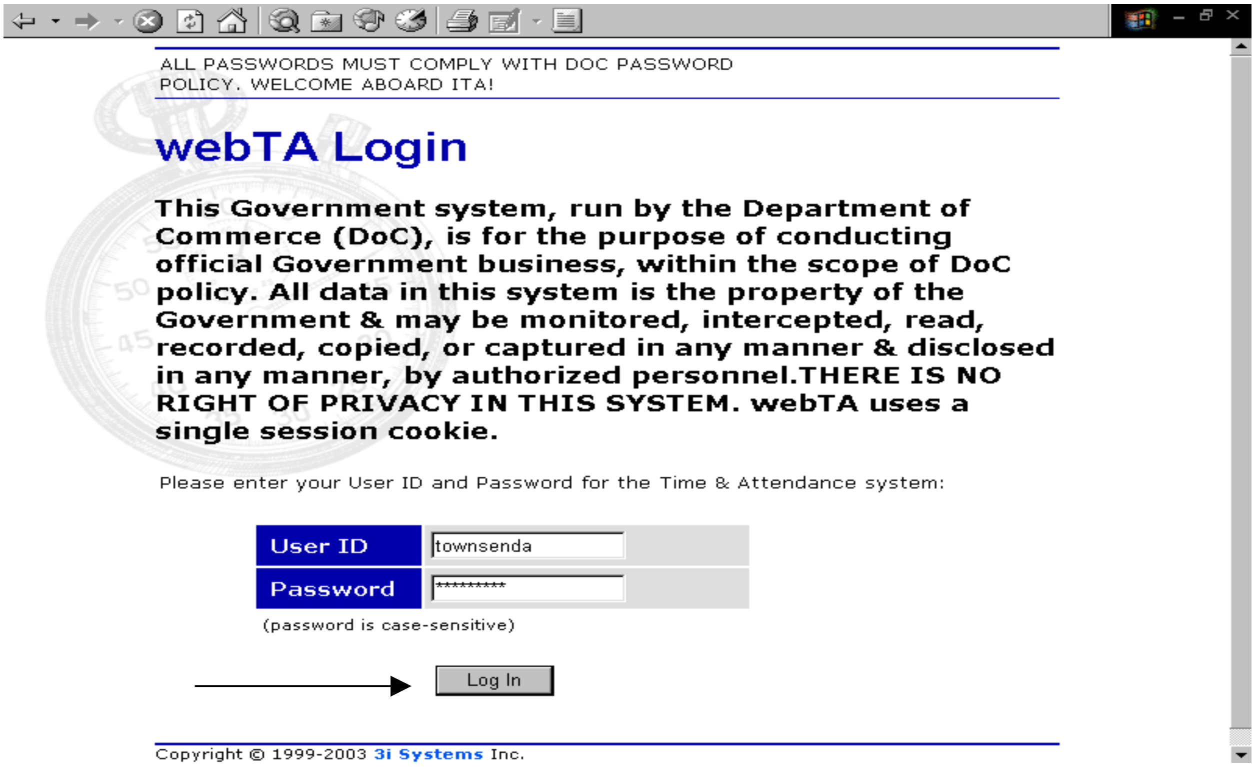
Click in the **User Id** box. Type your **User Id** with no spaces. Generally, the **User Id** is your last name followed by your first initial. If you share the same name with someone else in your agency, your **User Id** may be slightly different, such as your last name followed by your first and middle initials. Prior to conversion to WebTA, you will be notified of your exact **User Id** and initial **Password**.

Click in the **Password box** or **Depress** the **Tab Key** to move to the **Password** box. Enter your password, keeping in mind that the **password field is case-sensitive** (see section on **Security** for other requirements regarding passwords).

Your screen should look similar to the one below:



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webTA Login

This Government system, run by the Department of Commerce (DoC), is for the purpose of conducting official Government business, within the scope of DoC policy. All data in this system is the property of the Government & may be monitored, intercepted, read, recorded, copied, or captured in any manner & disclosed in any manner, by authorized personnel.THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. webTA uses a single session cookie.

Please enter your User ID and Password for the Time & Attendance system:

User ID: townsenda
Password: *********

(password is case-sensitive)

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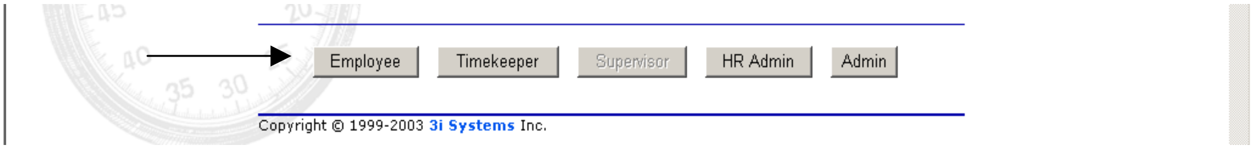
Click the **Log In** button or **Depress** the **Tab key** and **Depress Enter**.

There are **five levels of access within WebTA**: **Employee**, **Timekeeper**, **Supervisor**, **HR Administrator** and **Administrator**. At login, WebTA brings you into the system at your highest level of access.

Every user of WebTA has Employee access. Those of you with additional roles will be able to toggle between roles by clicking on the access buttons (pictured below) at the bottom of each Main Menu screen.



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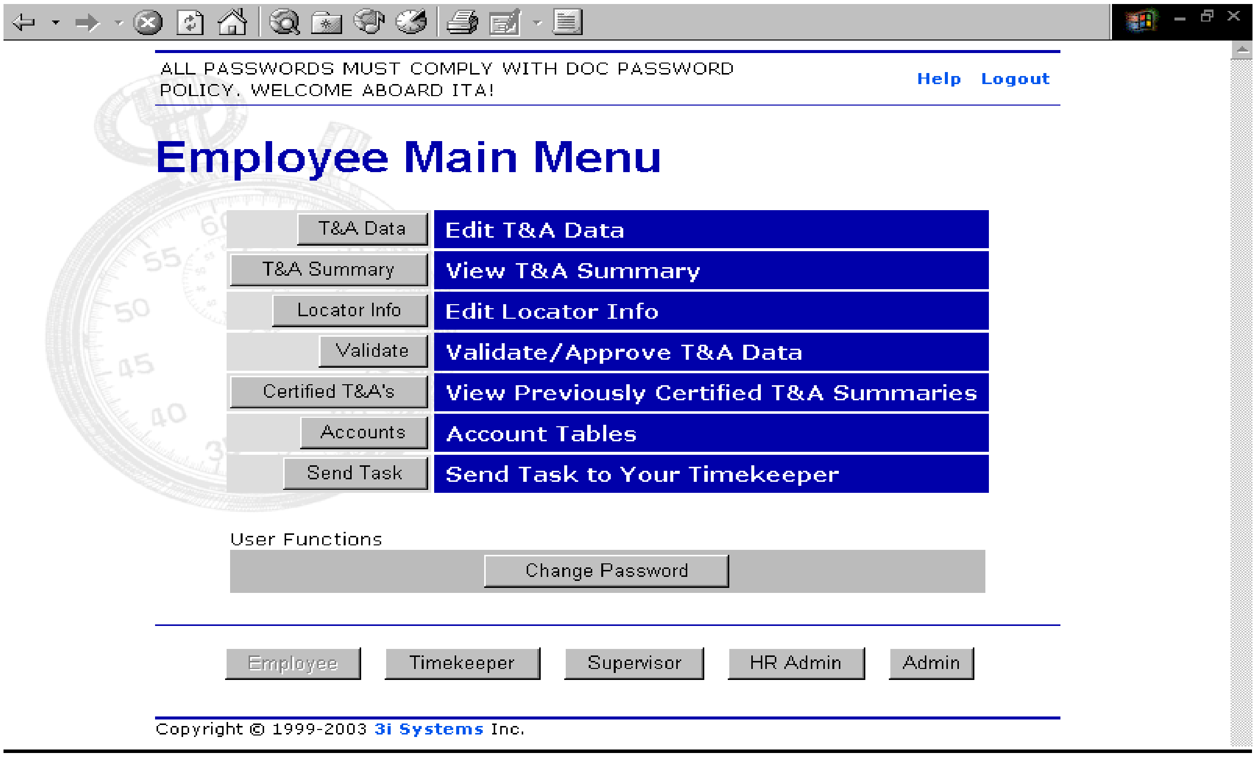
The button that is grayed out is the role you are currently using. This training manual addresses the features of the Employee role.

Employee Main Menu Options



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

Help
Logout
Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper
User Functions
Change Password
Employee
Timekeeper
Supervisor
HR Admin
Admin

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The **Employee Main Menu** provides access to all the basic functions the employee needs to enter time and attendance data, as well as to send tasks to the timekeeper. To perform any of the options, click on the appropriate button. The **Employee Main Menu** option buttons are described below:

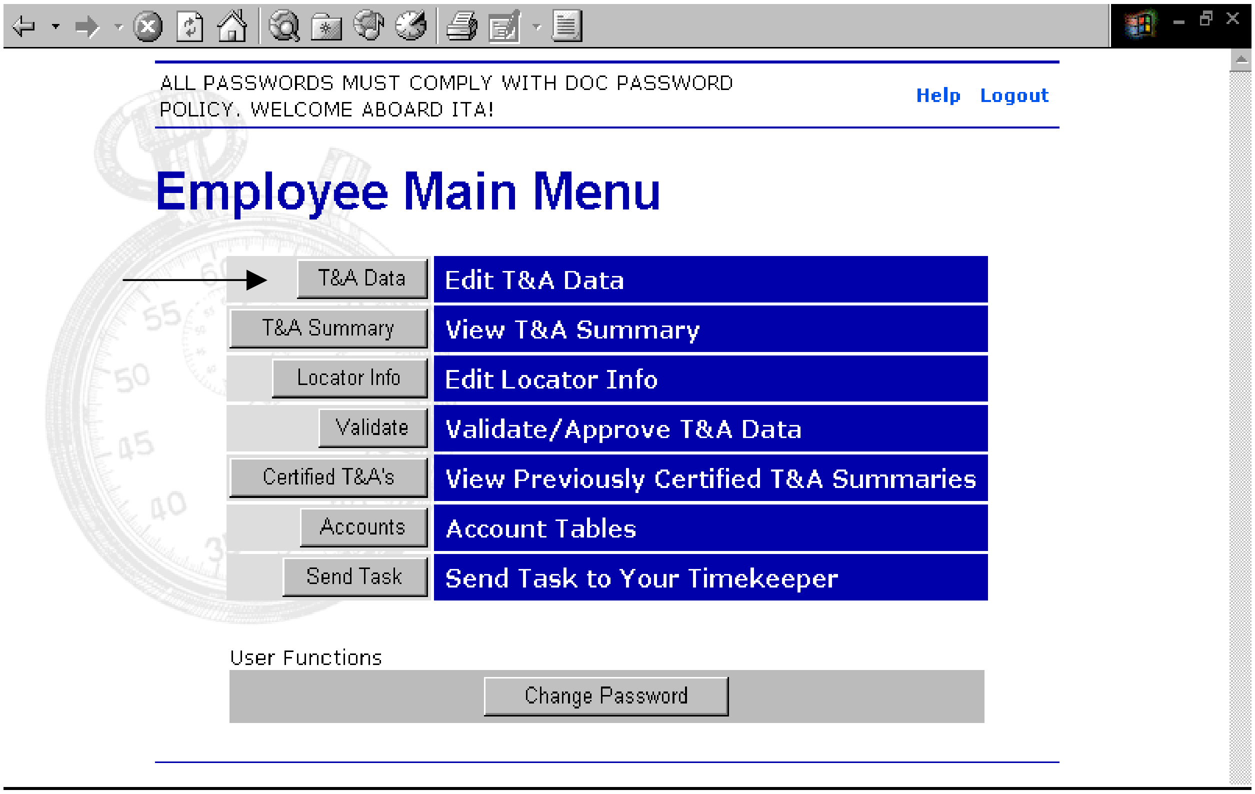
- ***T&A Data*** = Allows the employee to enter and edit hours worked and leave taken.
- ***T&A Summary*** = Provides the employee a T&A summary and leave data for the current pay period.
- ***Locator Info*** = Allows the employee to enter personal location information such as work address, phone numbers, and email address. In order for the automatic email notification features to work, the email field in the Locator must be completed.
- ***Validate*** = Allows the employee to approve the official record of hours worked and leave taken for the current pay period.
- ***Certified T&A's*** = Allows the employee to view summaries of previously certified and processed time and attendance records.
- ***Accounts*** = Employees are requested not to use this option at this time. Instead, Timekeepers will create the appropriate account tables for each work unit.
- ***Send Task*** = Allows the employee to send a task to the timekeeper (such as notice for the need of a correction to a previous pay period).
- ***Change Password*** = Allows the employee to change his/her password.

The most commonly used features for Employees include the "*T&A Data*" and "*Validate*" buttons.

ENTERING T&A DATA

WebTA is designed for data input by either the Employee or the Timekeeper. Your local management will determine who will be responsible for primary input but for the purposes of this manual, Employee input is assumed.

At the **Employee Main Menu** screen, click on the **T&A Data** button.



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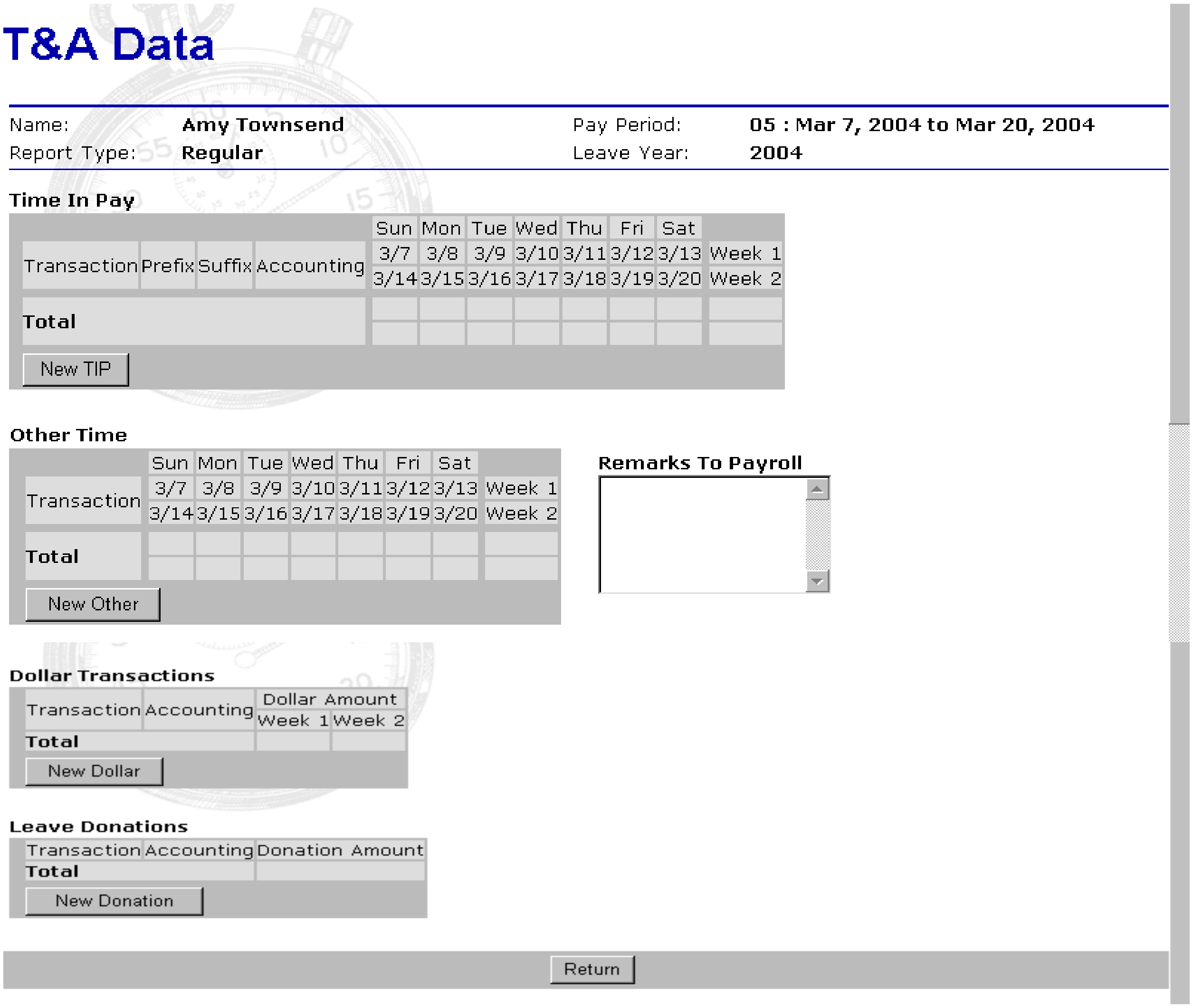
Help
Logout
Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper
User Functions
Change Password

The **T&A Data** screen is used to enter the information relating to time and attendance for the current pay period, such as hours worked, leave taken, dollar transactions paid, etc. The very top portion of the screen displays basic information including employee name, report type (regular, correction), pay period and leave year.

The first two tables (pictured on the next page) are used for entering both ***Time in Pay*** status (TIP) and ***Other Time*** (AWOL, LWOP, etc.). There is also an area for notating remarks pertinent to the current pay period. Toward the bottom of the **T&A Data** page are two other tables (also pictured on the next page) for ***Dollar Transactions*** and ***Leave Donations***.

IMPORTANT NOTE: The *Leave Donations* chart is not in use by NOAA at this time. Do not enter entries into this module until notified by the NOAA Time & Attendance Services Office.



T&A Data

Name:	**Amy Townsend**	Pay Period:	**05 : Mar 7, 2004 to Mar 20, 2004**
Report Type:	**Regular**	Leave Year:	**2004**

Time In Pay

Transaction	Prefix	Suffix	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total											

Other Time

Transaction	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
	3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total								

Remarks To Payroll

Dollar Transactions

Transaction	Accounting	Dollar Amount	
		Week 1	Week 2
Total			

Leave Donations

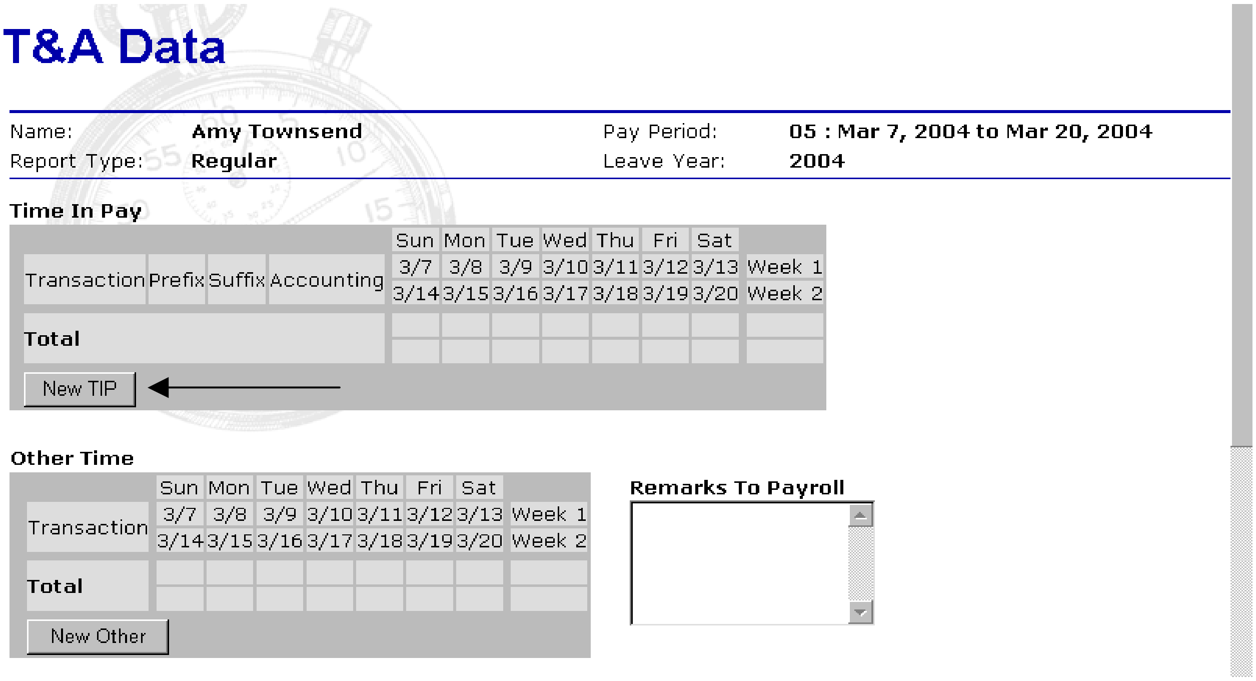
Transaction	Accounting	Donation Amount
Total		

- ***Time in Pay*** = Used to enter all pay categories such as Regular Base Pay, Annual Leave, Sick Leave, Credit Hours Earned and Used, Comp Time Earned and Used, Overtime, etc. Within the chart there is a drop down menu for pay types.
- ***Other Time*** = Used to enter all non-pay time categories (AWOL, LWOP, Furlough, Suspension, etc.), to begin/end certain COLA/Post differentials, and to track home and shore leave earned.
- ***Remarks To Payroll*** = Notations of significant events within the payroll such as explanation of Admin/Excused Absence (office closure, blood donation, jury duty, holiday, etc.), leave adjustments, etc. Remarks are limited to 70 characters (including spaces) and appear on the summary your Supervisor will certify.
- ***Dollar Transactions*** = Used to enter payment amounts pertaining to the current pay period for things such as commuted subsistence, emergency pay, mass transit subsidy, meals deduction, parking subsidy, remote worksite, uniforms/taxable, and uniforms/tax exempt.
- ***Leave Donations*** = NOAA is not currently using this option. It is scheduled for a later release.

The format of hour entries is the number of hours, a colon and the number of minutes (Example: 8:15 equals 8 hours and 15 minutes). Minutes should be recorded in 15-minute increments. To enter whole hours you need only enter the hours. Time can also be entered using a decimal between hours and minutes; however, when using this method you must remember to use the decimal quarter segments of .25 (15 minutes), .50 (30 minutes) and .75 (45 minutes) to avoid automated rounding errors (Example: when 8.25 is entered, it is automatically converted to 8:15).

Time In Pay

While in the **T&A Data** screen, **click** on the **New TIP** button in the **Time in Pay** chart.



T&A Data

Name: Amy Townsend
Report Type: Regular
Pay Period: 05 : Mar 7, 2004 to Mar 20, 2004
Leave Year: 2004

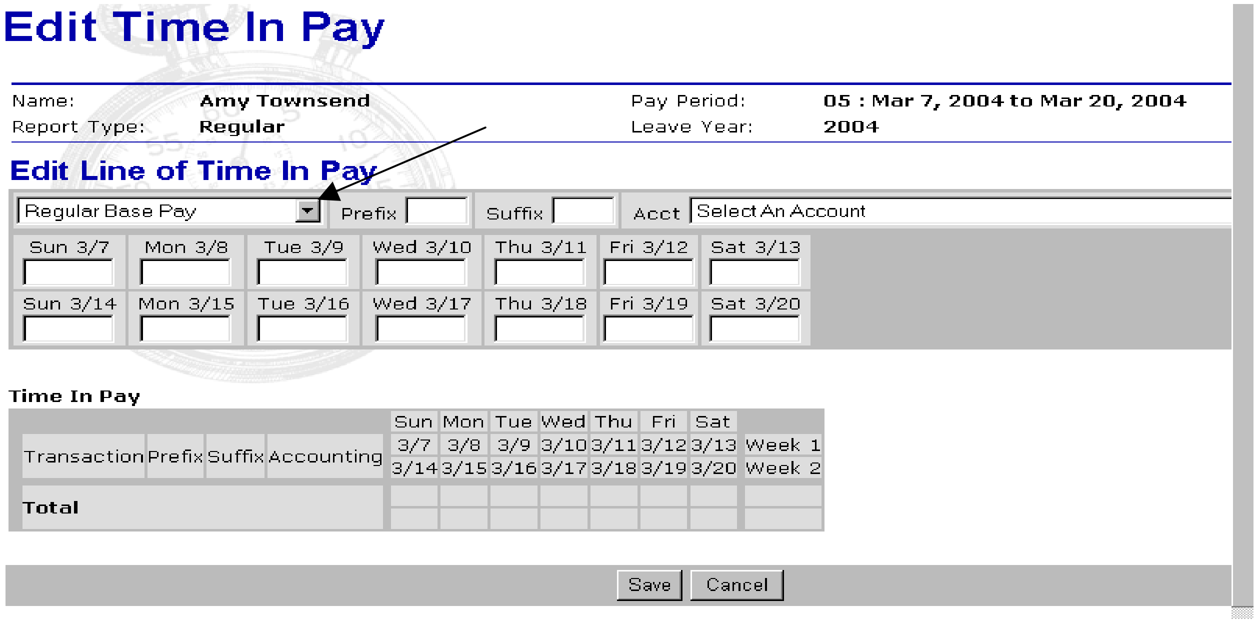
Time In Pay

				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	Prefix	Suffix	Accounting	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total											

Other Time

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
	3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total								

The **Edit Time In Pay** screen will appear.



Edit Time In Pay

Name: Amy Townsend
Report Type: Regular
Pay Period: 05 : Mar 7, 2004 to Mar 20, 2004
Leave Year: 2004

Edit Line of Time In Pay

Regular Base Pay
Prefix
Suffix
Acct: Select An Account

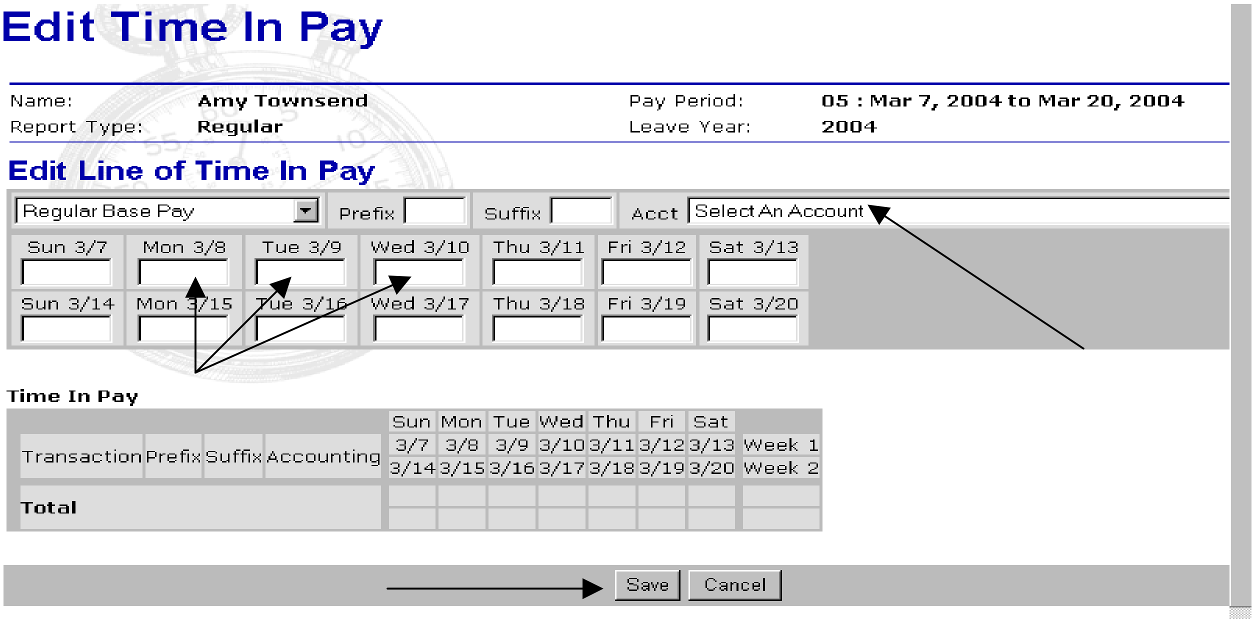
Sun 3/7	Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Fri 3/12	Sat 3/13
Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20

Time In Pay

				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	Prefix	Suffix	Accounting	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total											

Only one pay type may be recorded/edited at a time so you will need to **select** the **type of pay** you are entering from the **drop down menu** on the left. **Click** the down arrow at the **pay type** box, and then **highlight** and **click** on the **type of pay** you wish to record. In the example above, Regular Base Pay (which is the default setting) is the pay type selected. If you need assistance understanding the different pay types, you will find descriptions and explanations for each on MASC's website (www.masc.noaa.gov) under the Time and Attendance section. In order to avoid unexpected and unwelcome payroll bills, it is imperative that you understand the codes you are using. (For example, simply working on a Sunday does not entitle you to Sunday Differential pay; credit hours may only be earned/used by employees on certain flexible schedules; compensatory time and overtime always require advanced supervisory approval, etc.)

To enter time, **click** on the appropriate **day box** for the date you are recording, and **enter the number of hours/minutes** for the pay type selected. Again, WebTA recognizes two entry formats: the full hour/colon/clock minutes entry (8:15) or the full hour/point/decimal minutes entry (8.25). **Depress the tab key** on your keyboard or use your mouse to move to subsequent days. You may enter the appropriate hours/minutes for each specific pay type as frequently as you wish during the current pay period (i.e., each day, once a week, at the end of the pay period, etc.).



Edit Time In Pay

Name: Amy Townsend
Report Type: Regular
Pay Period: 05 : Mar 7, 2004 to Mar 20, 2004
Leave Year: 2004

Edit Line of Time In Pay

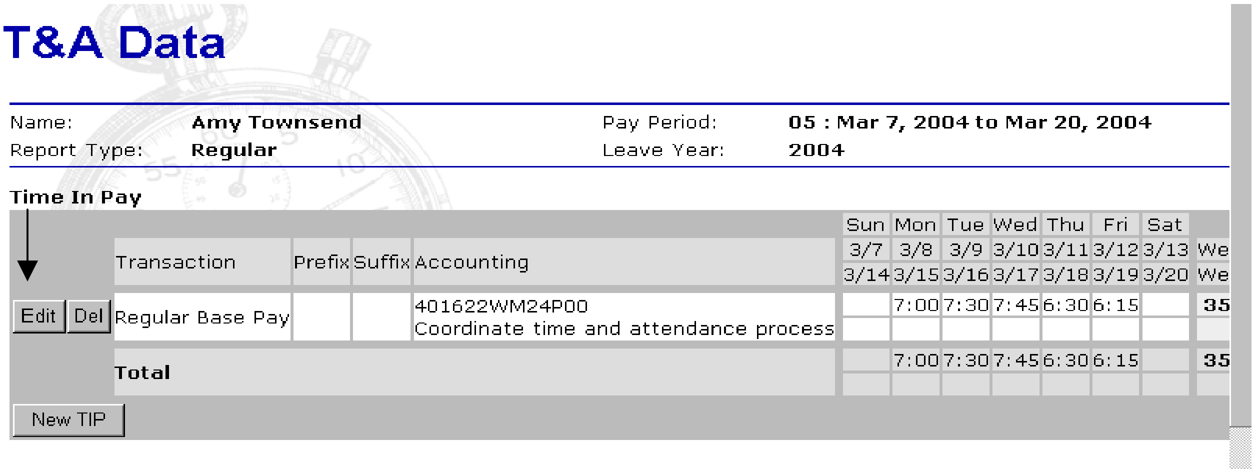
Regular Base Pay
Prefix
Suffix
Acct Select An Account

Time In Pay

				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	Prefix	Suffix	Accounting	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total											

After you have entered the hours/minutes for this pay type, **click** on the down arrow for the drop down menu on the right to select the appropriate **account to be charged**. Your timekeeper will have created a table of accounts from which to choose. **Click** on the appropriate account to select it.

Scroll down to the bottom of the page and **Click** the **Save** button. Your screen will now look something like this:



T&A Data

Name: Amy Townsend
Report Type: Regular
Pay Period: 05 : Mar 7, 2004 to Mar 20, 2004
Leave Year: 2004

Time In Pay

					Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	Transaction	Prefix	Suffix	Accounting	3/7	3/8	3/9	3/10	3/11	3/12	3/13	We
					3/14	3/15	3/16	3/17	3/18	3/19	3/20	We
Edit Del	Regular Base Pay			401622WM24P00 Coordinate time and attendance process		7:00	7:30	7:45	6:30	6:15		35
	Total					7:00	7:30	7:45	6:30	6:15		35

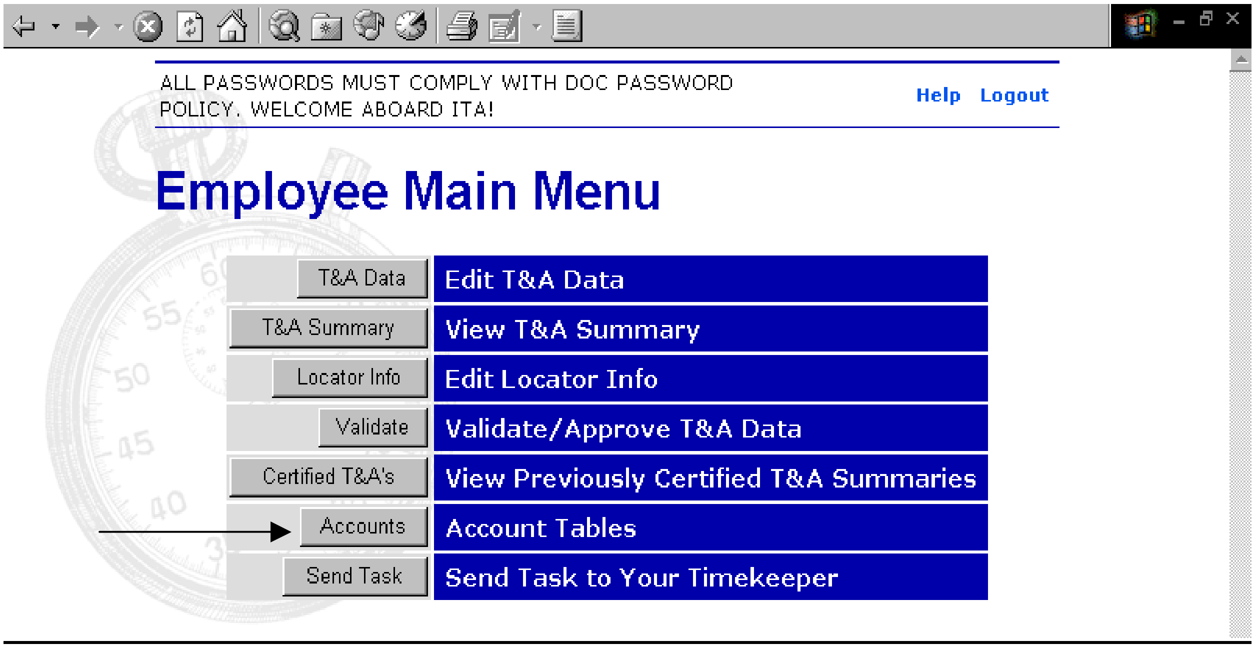
To enter additional time in this same pay type, **click** the **Edit** button to the left of the entry line you wish to change, then **click** in the **day box** to make additional entries, then scroll down to the bottom of the page and **click** on the **Save** button.

If at any time you wish **to exit a screen without saving the entries**, simply scroll down to the bottom of the page and **click** on the **Cancel** button. This action will take you back to the previous screen without saving any of the entries you made on the screen just exited.

To enter time for a different pay type, or the same pay type which is to be charged to a different account, repeat all of the steps outlined above (Click New TIP, select pay type from drop down menu on left, enter the hours/minutes in the appropriate day box, select account to be charged from the drop down menu on the right, scroll to the bottom of the page and click the Save button). Continue this process until all of the hours worked and leave taken during the pay period are recorded and saved.

SELECTING AN ACCOUNT

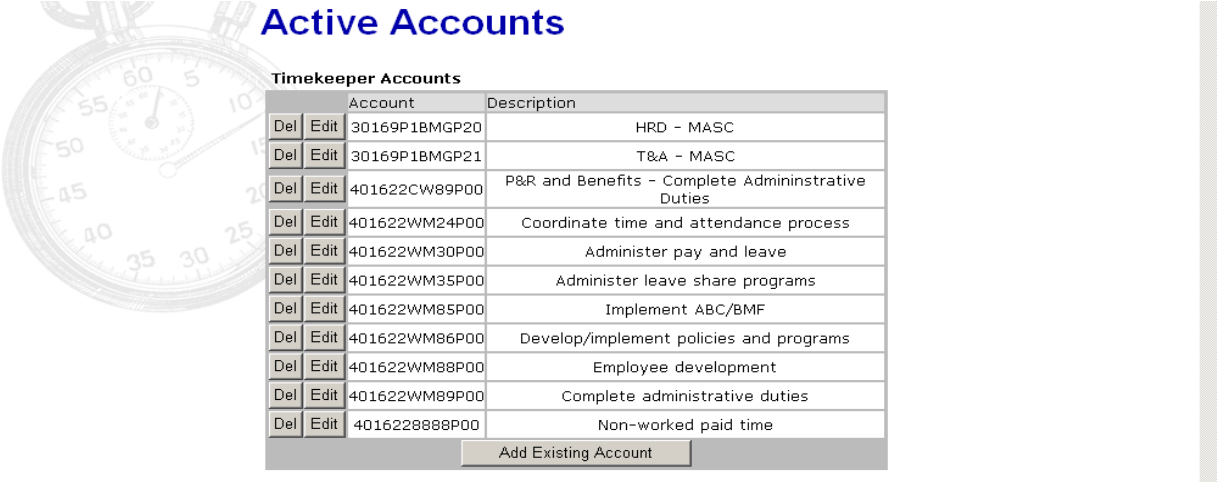
Although there is an **Accounts** button on the **Employee Main Menu**, **NOAA employees are requested not to use this feature at this time**.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Locator Info	Edit Locator Info
Validate	Validate/Approve T&A Data
Certified T&A's	View Previously Certified T&A Summaries
Accounts	Account Tables
Send Task	Send Task to Your Timekeeper

Instead, your Timekeeper will establish an Account Table (sample table provided below) from which you may select the appropriate account(s) for the activities performed.

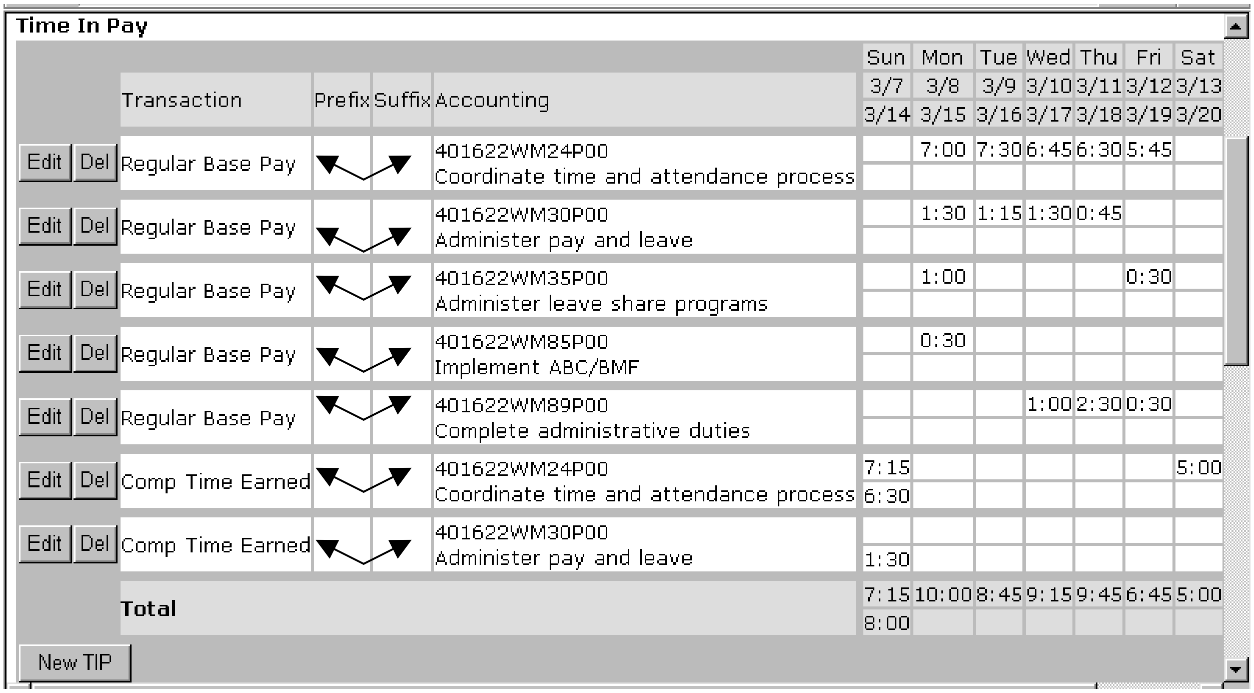


Timekeeper Accounts

		Account	Description
Del	Edit	30169P1BMGP20	HRD - MASC
Del	Edit	30169P1BMGP21	T&A - MASC
Del	Edit	401622CW89P00	P&R and Benefits - Complete Admininstrative Duties
Del	Edit	401622WM24P00	Coordinate time and attendance process
Del	Edit	401622WM30P00	Administer pay and leave
Del	Edit	401622WM35P00	Administer leave share programs
Del	Edit	401622WM85P00	Implement ABC/BMF
Del	Edit	401622WM86P00	Develop/implement policies and programs
Del	Edit	401622WM88P00	Employee development
Del	Edit	401622WM89P00	Complete administrative duties
Del	Edit	4016228888P00	Non-worked paid time

ACCOUNTS vary enormously by agency, business line and job function. Be sure you are charging your time to the appropriate codes for your business activities!

IMPORTANT NOTE ON ABC/M REPORTING FOR AFFECTED NOAA EMPLOYEES: For those administrative and finance employees of NOAA who will be entering their required ABC/M data via WebTA, most likely there will be multiple lines of Regular Base Pay, but each line will be charged to a different account (project and task code) listed in your Account Table. For example, all of the pay pictured below is Regular Base Pay or Comp Time Earned, but notice that five different accounts were charged to reflect the appropriate activities for Regular Base Pay and two accounts were charged to reflect the activities performed during the Comp Time Earned. At the bottom of the chart, the total time for the day for all account codes charged is shown.



Time In Pay

Transaction	Prefix	Suffix	Accounting	Sun 3/7 3/14	Mon 3/8 3/15	Tue 3/9 3/16	Wed 3/10 3/17	Thu 3/11 3/18	Fri 3/12 3/19	Sat 3/13 3/20
Regular Base Pay			401622WM24P00		7:00	7:30	6:45	6:30	5:45	
			Coordinate time and attendance process							
Regular Base Pay			401622WM30P00		1:30	1:15	1:30	0:45		
			Administer pay and leave							
Regular Base Pay			401622WM35P00		1:00				0:30	
			Administer leave share programs							
Regular Base Pay			401622WM85P00		0:30					
			Implement ABC/BMF							
Regular Base Pay			401622WM89P00				1:00	2:30	0:30	
			Complete administrative duties							
Comp Time Earned			401622WM24P00	7:15						5:00
			Coordinate time and attendance process	6:30						
Comp Time Earned			401622WM30P00							
			Administer pay and leave	1:30						
Total				7:15	10:00	8:45	9:15	9:45	6:45	5:00
				8:00						

For ABC/M reporting it is important to remember that when the TIP is a type of leave (annual leave, sick leave, Family Friendly sick leave, Credit Hours Used, Comp Time Used, Comp Used/Religious, Restored Annual leave, Military Emergency Leave, Military Regular Leave, Time Off/Incentive Award, Shore Leave Used or Admin/Excused Absence) you must ensure that the appropriate Account code for **Non-Worked Time** is selected.

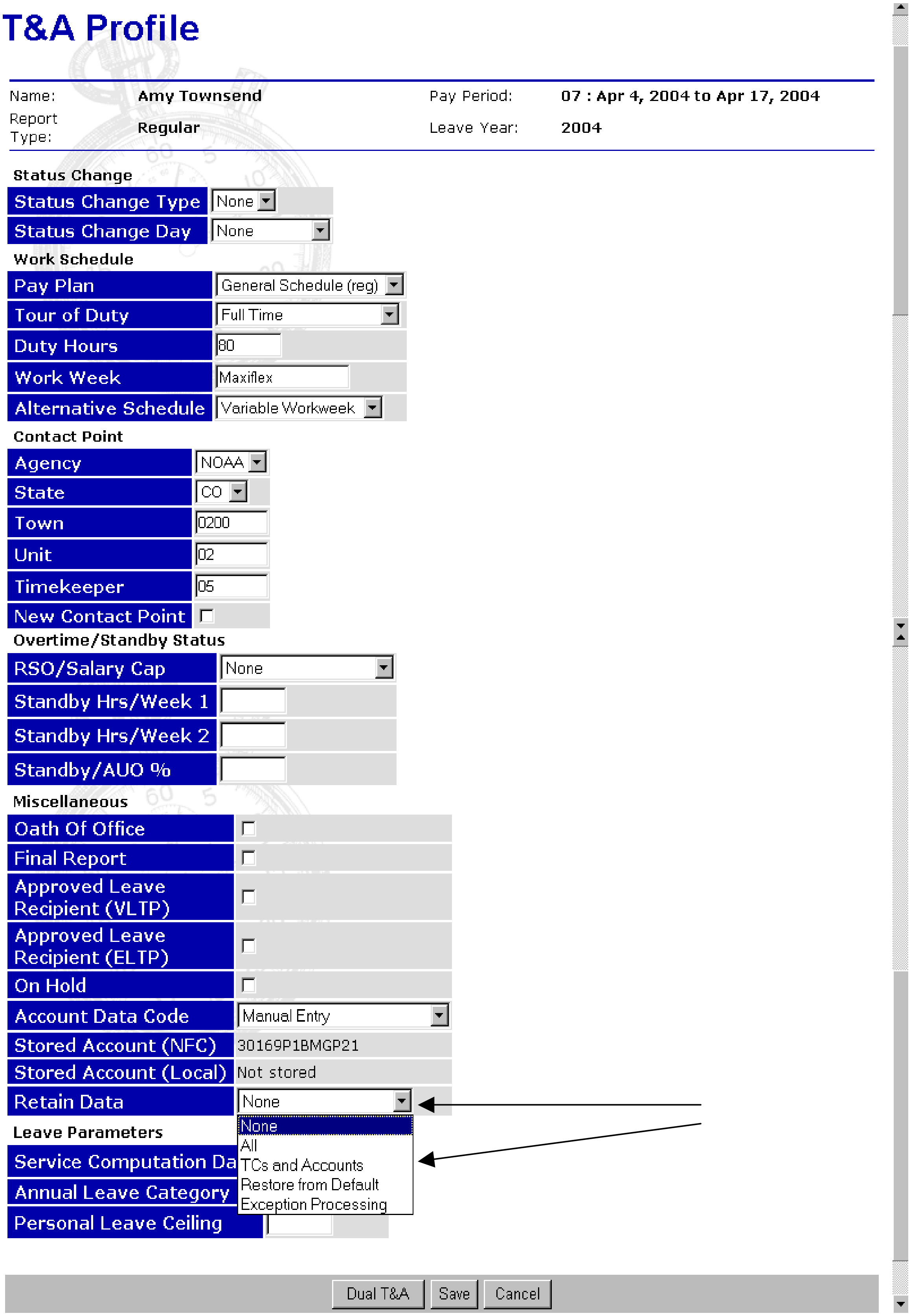
For those NOAA administrative and finance personnel needing assistance with account (project and task) codes for required ABC/M reporting, please contact:

Doug Bradshaw Phone: (202) 482-2621
Email: Douglas.V.Bradshaw@noaa.gov

STORED ACCOUNTING

If you always charge your time to the same one account, your Timekeeper can set your T&A Profile to store your accounting at the National Finance Center, negating the need for manual input of accounting information each pay period. However, if you charge your time to more than one account, NFC stored accounting is not available to you.

Even if you must do manual entry since you charge multiple accounts each pay period, your Timekeeper may still be able to save you some data entry steps by choosing one of four options in the **Retain Data** field on your T&A Profile.



T&A Profile

Name:	**Amy Townsend**	Pay Period:	**07 : Apr 4, 2004 to Apr 17, 2004**
Report Type:	**Regular**	Leave Year:	**2004**

Status Change

Status Change Type	None
Status Change Day	None

Work Schedule

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Maxiflex
Alternative Schedule	Variable Workweek

Contact Point

Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
New Contact Point	☐

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Miscellaneous

Oath Of Office	☐
Final Report	☐
Approved Leave Recipient (VLTP)	☐
Approved Leave Recipient (ELTP)	☐
On Hold	☐
Account Data Code	Manual Entry
Stored Account (NFC)	30169P1BMGP21
Stored Account (Local)	Not stored
Retain Data	None

Leave Parameters

Service Computation Da	
Annual Leave Category	
Personal Leave Ceiling	

The default setting for the Retain Data field is None, meaning no information is retained from one pay period to the next, and all entries must be made manually each pay period. The other four options are:

- ***All*** **-** This option means that all pay types, accounts charged, and hours worked will be retained from one pay period to the next and will automatically populate the Time In Pay and Other Time fields. Employees must then review and revise the data for the current pay period.
- ***TC's and Accounts*** **-** This option means that only the pay types (transaction codes) and the accounts charged will be retained from one pay period to another. The employee must enter the hours worked for each category in the Edit T&A screen.
- ***Restore From Default*** **-** This option requires that the Timekeeper establish a default tour for the Employee. This should only be used for employees whose schedules rarely change. Once the default tour is established, WebTA will automatically populate the current pay period with all the data from the default tour. The Employee must then go into the Edit T&A screen to make any required adjustments.
- ***Exception Processing*** **-** Like the *Restore From Default* option described above, this option requires that the Timekeeper establish a default tour for the Employee. With this option, WebTA will actually *process* from the Default Tour. The standard tour will not be reflected in the Edit T&A screen. If any changes to the default tour are required, the employee must go to the Edit T&A screen to enter the changes only. Once changes are entered, WebTA will process the default tour *with* the changes entered.

If you wish to have your T&A Profile set to one of the options outlined above, please see your Timekeeper.

EDITING AN ENTRY

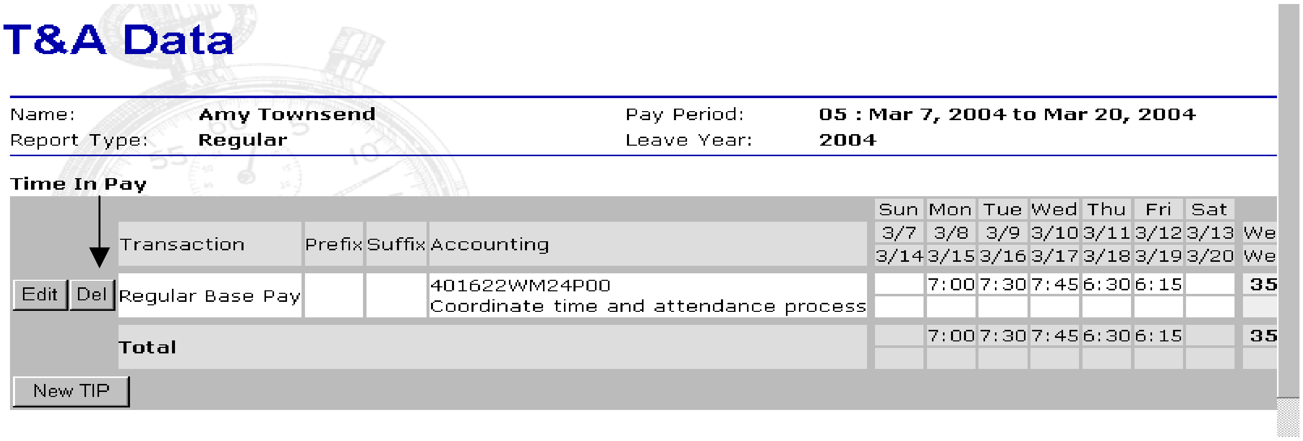
If you need to edit a previously recorded entry, follow the same procedure as above for entering additional time. **Click** the **Edit** button to the left of the entry line you wish to change, then **click** in the appropriate **day box** where the change is needed, enter the change, and then scroll down to the bottom of the page and **click** on the **Save** button.

Entries are edited the same way for each table.

DELETING AN ENTRY

To delete an existing entry, you can perform one of two actions. If only some of the information within a pay type must be deleted, follow the instructions above for editing entries within a pay type. If an entire line of pay information needs to be deleted, **click** the **Delete** button to the left of the Pay Type you wish to delete, and the entire line of pay will **immediately** be deleted (you are not prompted or second-guessed as to whether you really want to perform this action).

WARNING: Use the delete key feature with caution as once the line of pay is deleted, it cannot be recovered.



Name: **Amy Townsend**
Report Type: **Regular**
Pay Period: **05 : Mar 7, 2004 to Mar 20, 2004**
Leave Year: **2004**

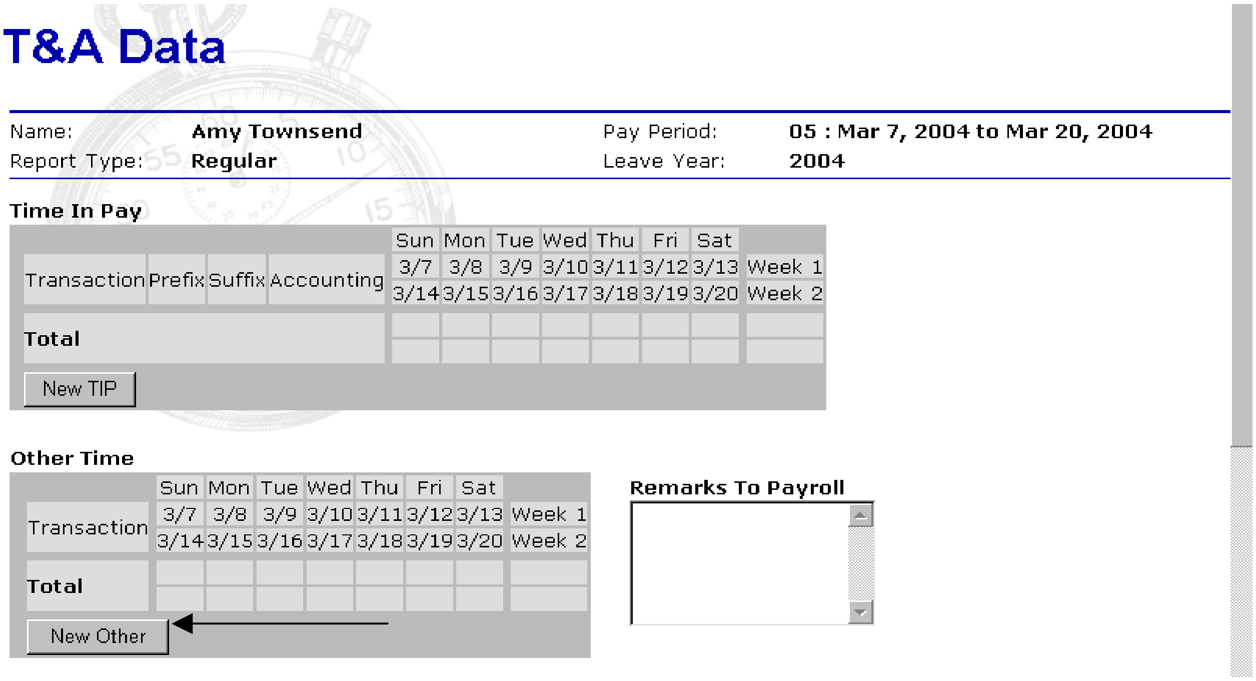
Time In Pay

Transaction	Prefix	Suffix	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				3/7	3/8	3/9	3/10	3/11	3/12	3/13	We
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	We
Regular Base Pay			401622WM24P00 Coordinate time and attendance process		7:00	7:30	7:45	6:30	6:15		35
Total					7:00	7:30	7:45	6:30	6:15		35

Entries are deleted the same way for each table (Time in Pay, Other Time, etc).

Other Time

To enter **Other Time**, **click** the **New Other** button on the **Other Time** chart while in the **T&A Data** screen and follow the process outlined above in the **Time in Pay** section.



Name: **Amy Townsend**
Report Type: **Regular**
Pay Period: **05 : Mar 7, 2004 to Mar 20, 2004**
Leave Year: **2004**

Time In Pay

Transaction	Prefix	Suffix	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
				3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total											

Other Time

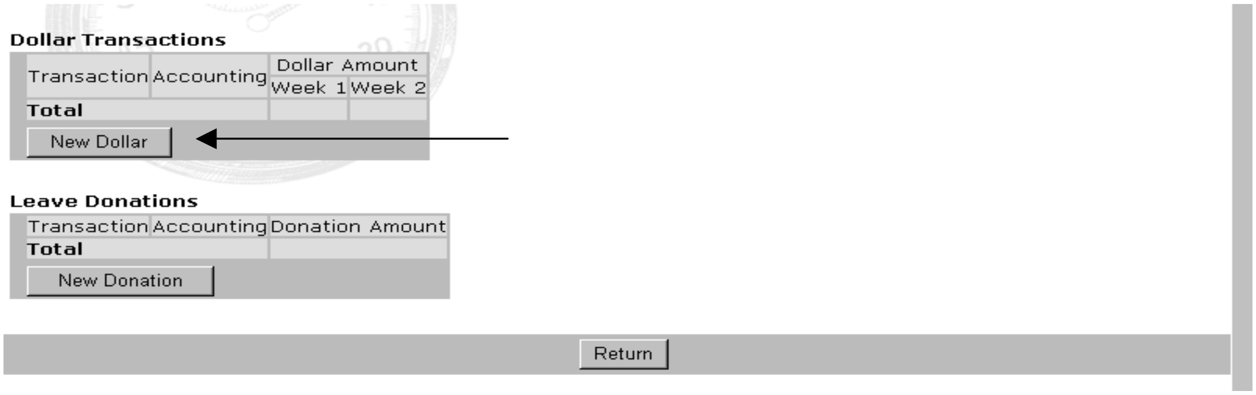
Transaction	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	3/7	3/8	3/9	3/10	3/11	3/12	3/13	Week 1
	3/14	3/15	3/16	3/17	3/18	3/19	3/20	Week 2
Total								

Other Time is used to enter all non-pay categories (AWOL, LWOP, Furlough, Suspension), to begin/end certain COLA/Post differentials, and to track home and shore leave earned. After making and saving all the entries and edits necessary, **exit** the **T&A Data** screen by scrolling to the bottom of the page and **clicking** on the **Return** button. You will now be back at the **Employee Main Menu** screen.

Entries to **Other Time** can be edited and deleted using the same process as was described above in the *Editing an Entry* and *Deleting an Entry* sections.

Dollar Transactions

To enter **Dollar Transactions**, **click** the **New Dollar** button on the **Dollar Transactions** chart while in the **T&A Data** screen.



Dollar Transactions

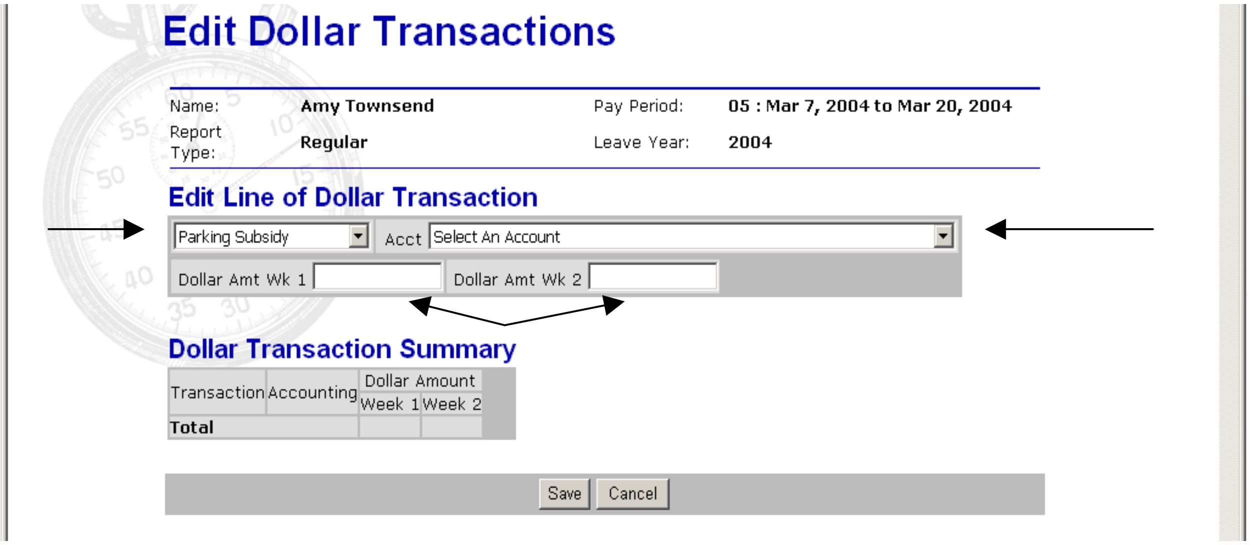
Transaction	Accounting	Dollar Amount	
		Week 1	Week 2
Total			

Leave Donations

Transaction	Accounting	Donation Amount
Total		

The **Edit Dollar Transactions** screen appears. Entries are made in a very similar process as those described above for **Time In Pay** and **Other Time**.

Select the **type of Dollar Transaction** from the drop down menu on the left. Use your mouse or tab key to enter the box for Week 1 and/or Week 2. Enter the appropriate dollar and cents amount for Week 1 and Week 2 of the current pay period, and select the appropriate account to be charged. Note: all reimbursement categories are limited to $99.99 in each of the entry boxes with the exception of *Parking Subsidy* and *Mass Transit*, which have a maximum amount of $9,999.99.



Edit Dollar Transactions

Name: **Amy Townsend**
Pay Period: **05 : Mar 7, 2004 to Mar 20, 2004**
Report Type: **Regular**
Leave Year: **2004**

Edit Line of Dollar Transaction

Parking Subsidy
Acct Select An Account
Dollar Amt Wk 1
Dollar Amt Wk 2

Dollar Transaction Summary

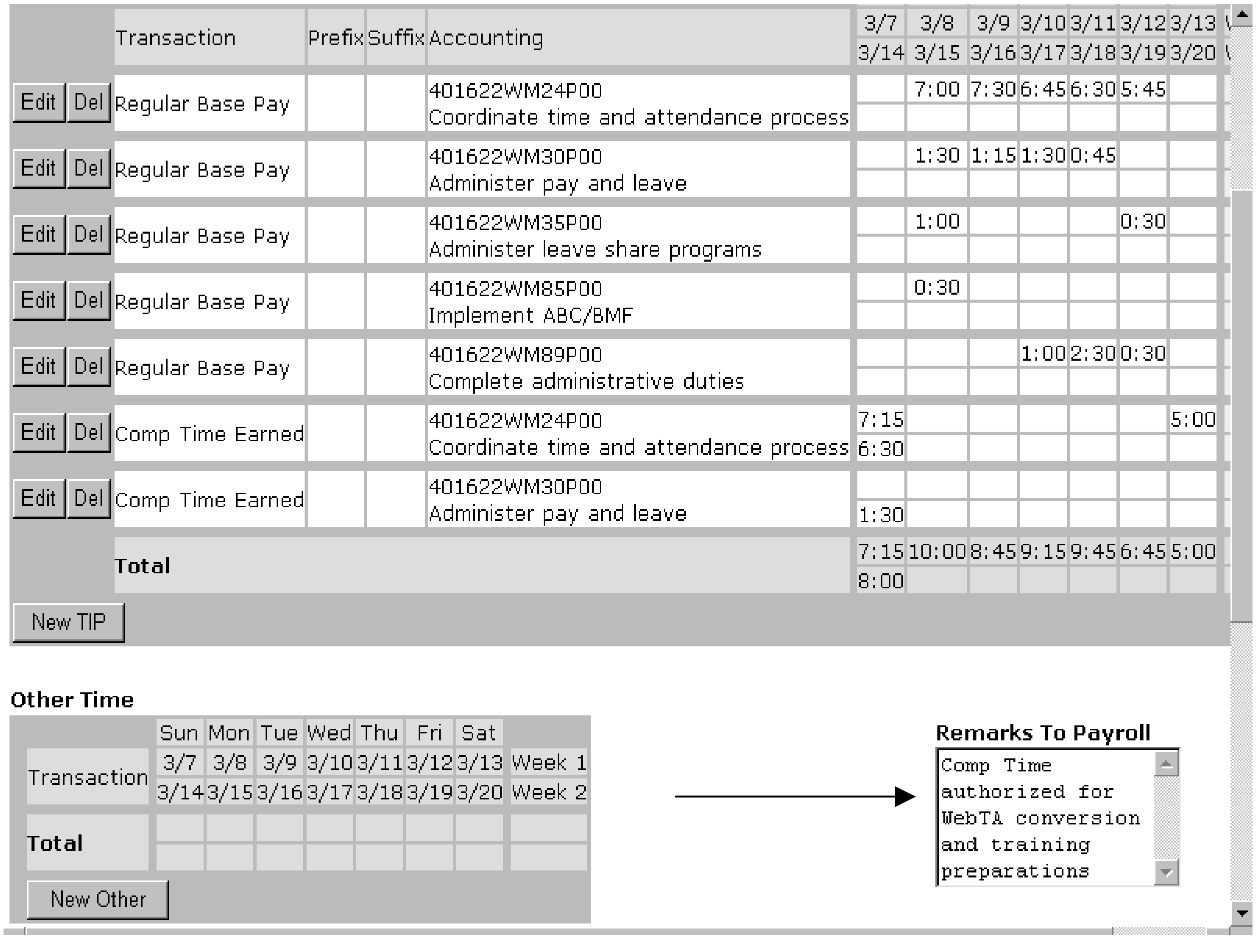
Transaction	Accounting	Dollar Amount	
		Week 1	Week 2
Total			

After entering the dollar and cents for the reimbursement type, scroll down to the bottom of the page and **click** the **Save** button to save your entries. To add another **Dollar Transaction**, repeat the process noted above. When all appropriate entries are made and saved, scroll down to the bottom of the screen and **click** on **Return**, which will take you back to the **Employee Main Menu**.

Note: Reimbursement through Dollar Transactions is not authorized without appropriate prior approval.

ADDING REMARKS TO PAYROLL

You can add remarks to the current T&A record at any time when you are in the **T&A Data** screen. Simply **click** in the **Remarks to Payroll box** and **type** your remarks. Remarks are limited to 70 characters (including spaces) and are included on the summary your Supervisor will certify. **A remark is required for any pay period in which time has been charged to Admin/Excused Absence** but might also be helpful to identify significant events in the pay period such as a leave adjustment, personnel action, change in annual leave category, etc. The remarks section is *not* designed to be the method of communication between the employee and his/her timekeeper or supervisor; it is meant to clarify entries on the T&A record. The Employee and/or Timekeeper can add remarks to the T&A record.



	Transaction	Prefix	Suffix	Accounting	3/7 3/14	3/8 3/15	3/9 3/16	3/10 3/17	3/11 3/18	3/12 3/19	3/13 3/20
Edit Del	Regular Base Pay			401622WM24P00 Coordinate time and attendance process		7:00	7:30	6:45	6:30	5:45	
Edit Del	Regular Base Pay			401622WM30P00 Administer pay and leave		1:30	1:15	1:30	0:45		
Edit Del	Regular Base Pay			401622WM35P00 Administer leave share programs		1:00				0:30	
Edit Del	Regular Base Pay			401622WM85P00 Implement ABC/BMF		0:30					
Edit Del	Regular Base Pay			401622WM89P00 Complete administrative duties				1:00	2:30	0:30	
Edit Del	Comp Time Earned			401622WM24P00 Coordinate time and attendance process	7:15						5:00
					6:30						
Edit Del	Comp Time Earned			401622WM30P00 Administer pay and leave							
					1:30						
	Total				7:15	10:00	8:45	9:15	9:45	6:45	5:00
					8:00						

Other Time

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	3/7 3/14	3/8 3/15	3/9 3/16	3/10 3/17	3/11 3/18	3/12 3/19	3/13 3/20	Week 1 Week 2
Total								

Remarks To Payroll

Comp Time authorized for WebTA conversion and training preparations

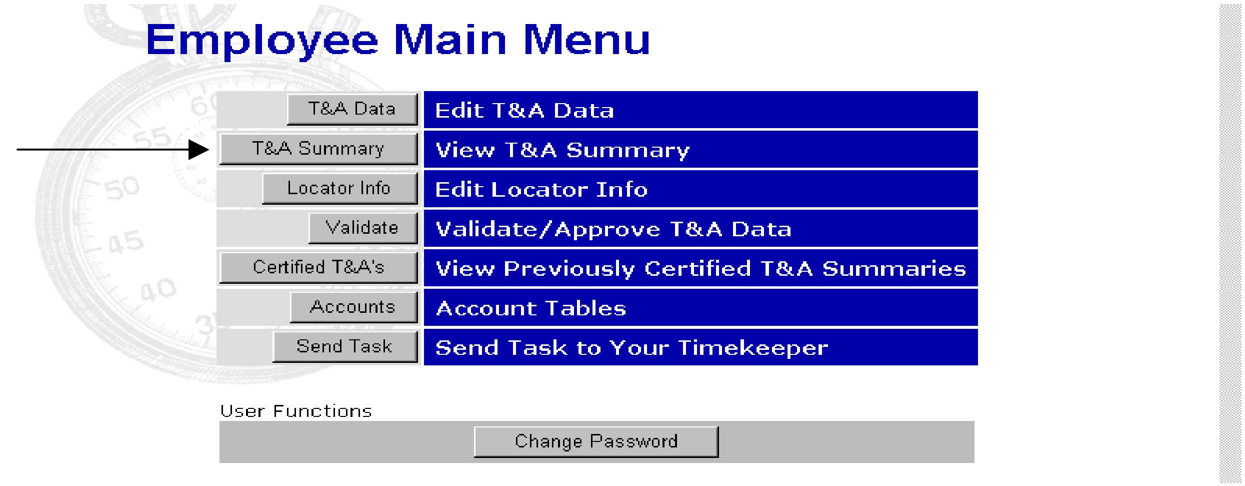
Once you are done adding **Remarks to Payroll**, scroll down to the bottom of the screen and **click** on the **Return** button. Doing so will save the remarks and return you to the **Employee Main Menu** screen.

VIEWING A SUMMARY OF YOUR T&A DATA

The **T&A Summary** screen is an informational overview of your T&A report for the current pay period. As this is a read-only screen, no entries can be made. Your Supervisor reviews this same information when certifying your T&A report.

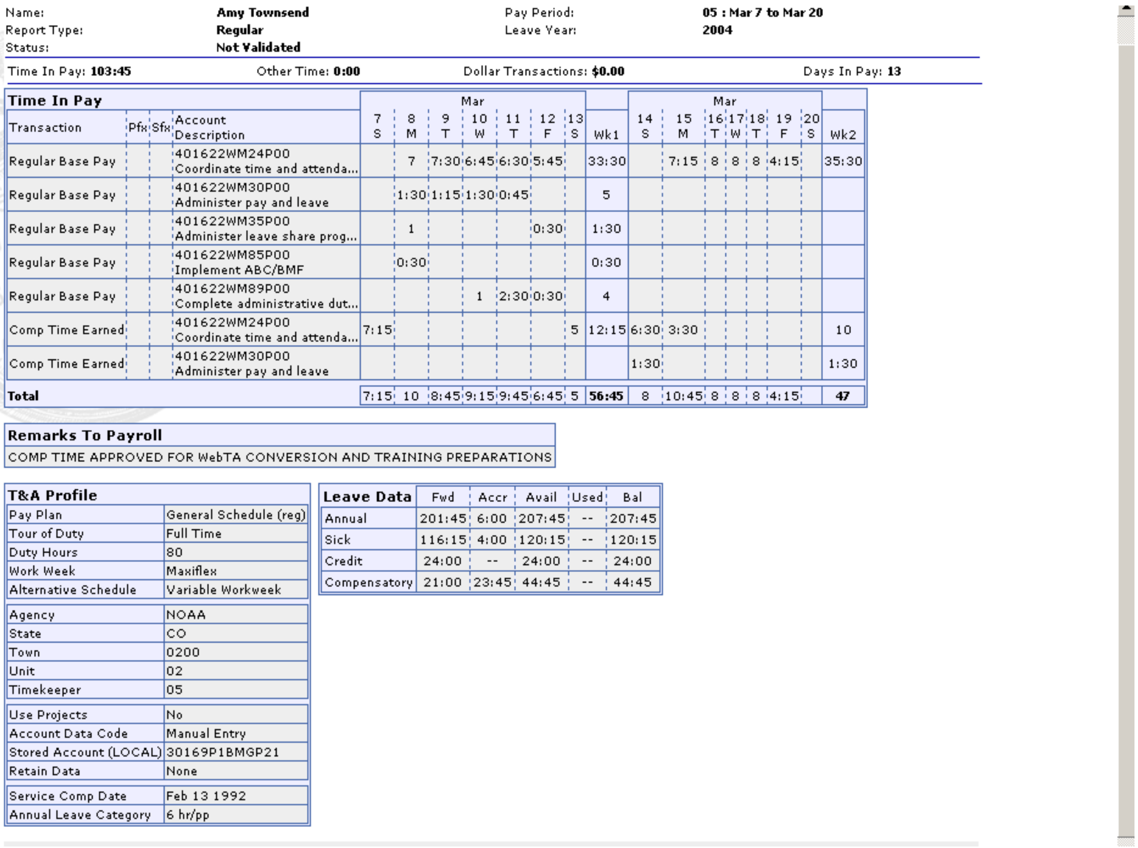
In addition to all the data you entered, the **T&A Summary** reflects your leave balances and accruals, your Service Computation Date, data regarding your specific profile (type of employee, tour of duty, work schedule, etc.) and the status of your record (not validated, validated, certified).

To access this information, **click** on the **T&A Summary** button on the **Employee Main Menu** Screen.



Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper
User Functions
Change Password

The **T&A Summary** screen appears.



Name:	**Amy Townsend**	Pay Period:	**05 : Mar 7 to Mar 20**
Report Type:	**Regular**	Leave Year:	**2004**
Status:	**Not Validated**		

Time In Pay: **103:45** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **13**

Time In Pay

Transaction	Pfx	Sfx	Account Description	Mar 7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk1	Mar 14 S	15 M	16 T	17 W	18 T	19 F	20 S	Wk2
Regular Base Pay			401622WM24P00 Coordinate time and attenda...		7	7:30	6:45	6:30	5:45		33:30		7:15	8	8	8	4:15		35:30
Regular Base Pay			401622WM30P00 Administer pay and leave		1:30	1:15	1:30	0:45			5								
Regular Base Pay			401622WM35P00 Administer leave share prog...		1				0:30		1:30								
Regular Base Pay			401622WM85P00 Implement ABC/BMF		0:30						0:30								
Regular Base Pay			401622WM89P00 Complete administrative dut...				1	2:30	0:30		4								
Comp Time Earned			401622WM24P00 Coordinate time and attenda...	7:15						5	12:15	6:30	3:30						10
Comp Time Earned			401622WM30P00 Administer pay and leave									1:30							1:30
Total				7:15	10	8:45	9:15	9:45	6:45	5	**56:45**	8	10:45	8	8	8	4:15		**47**

Remarks To Payroll

COMP TIME APPROVED FOR WebTA CONVERSION AND TRAINING PREPARATIONS

T&A Profile

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Maxiflex
Alternative Schedule	Variable Workweek
Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
Use Projects	No
Account Data Code	Manual Entry
Stored Account (LOCAL)	30169P1BMGP21
Retain Data	None
Service Comp Date	Feb 13 1992
Annual Leave Category	6 hr/pp

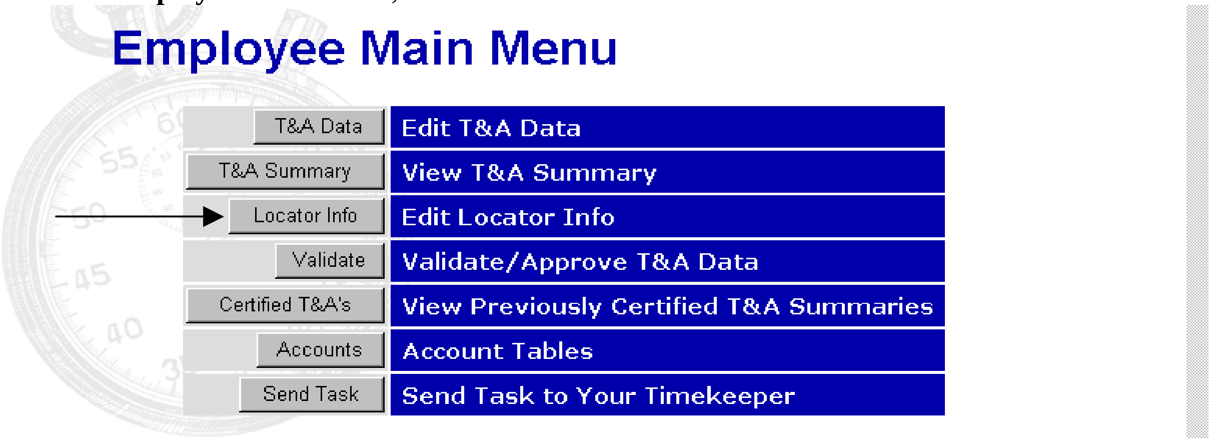
Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	201:45	6:00	207:45	--	207:45
Sick	116:15	4:00	120:15	--	120:15
Credit	24:00	--	24:00	--	24:00
Compensatory	21:00	23:45	44:45	--	44:45

NOTE: It is particularly important that you take the time to carefully review the information on this summary screen when you are first converted to WebTA so that you can ensure that the information regarding your tour of duty, duty hours, work week, alternative work schedule (if any), service computation date, annual leave category, and all leave balances were entered correctly. On an on-going basis, you should regularly compare your leave balances in this screen to the balances reflected by the National Finance Center on your official Earnings & Leave Statement for the same pay period. If they do not match, contact your Timekeeper immediately so that the leave error(s) can be researched and resolved as quickly as possible.

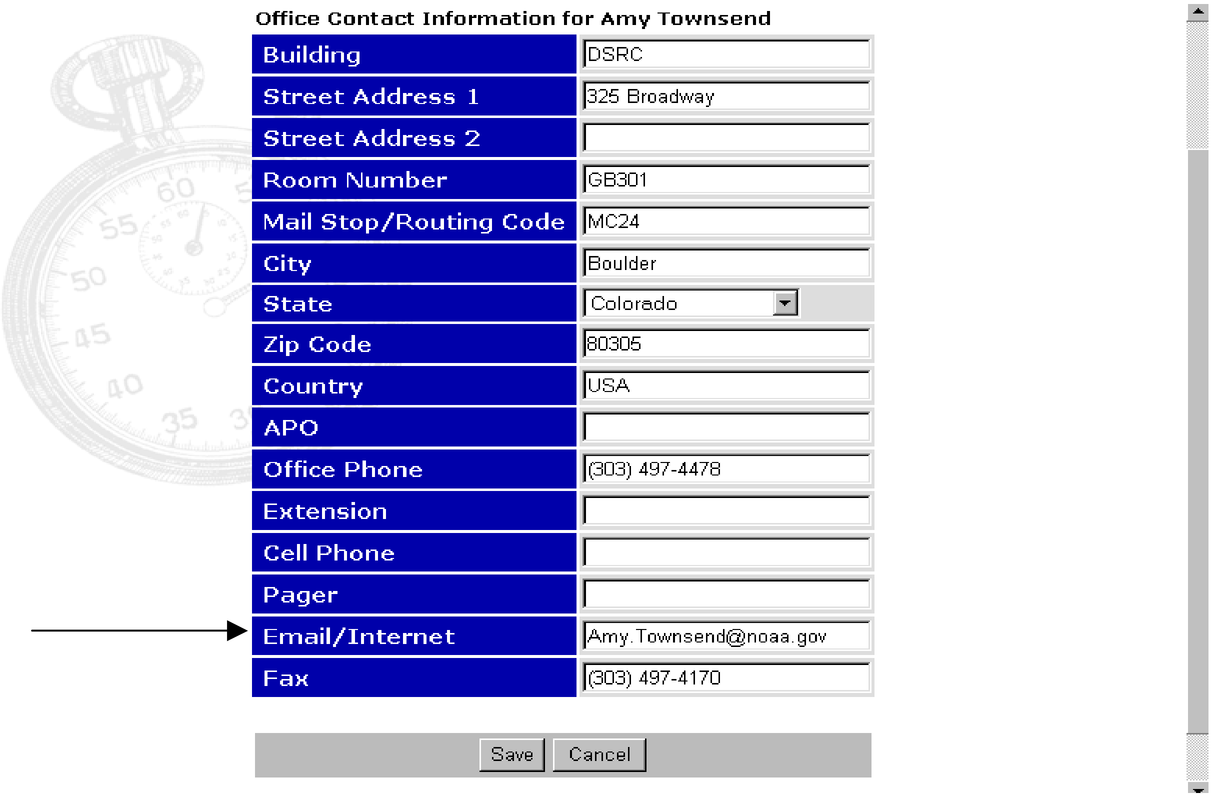
When finished reviewing the information, simply scroll down to the bottom of the screen and **click** the **Return** button to exit. This action will take you back to the **Employee Main Menu** screen.

ENTERING LOCATOR INFORMATION

While in the **Employee Main Menu**, **click** on the **Locator Info** button.


Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper

The **Locator Info** screen appears.



Office Contact Information for Amy Townsend

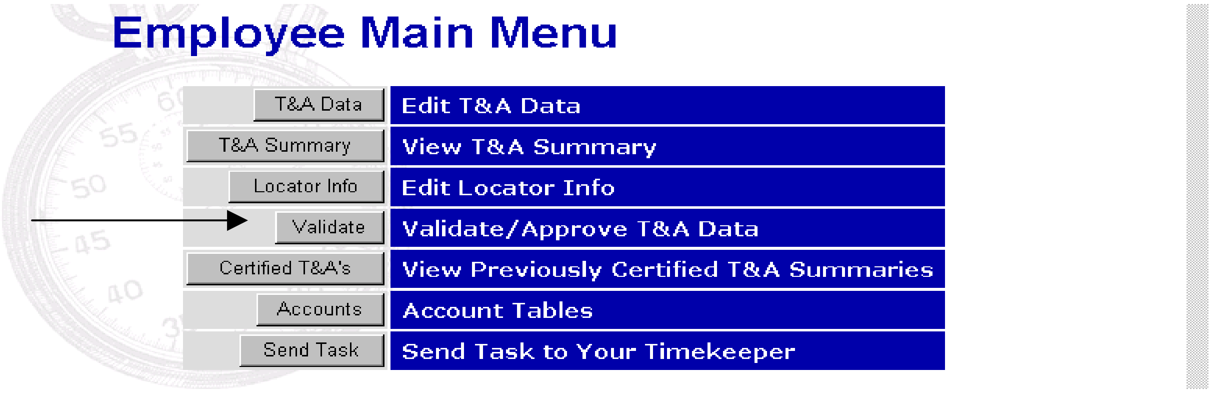
Building	DSRC
Street Address 1	325 Broadway
Street Address 2	
Room Number	GB301
Mail Stop/Routing Code	MC24
City	Boulder
State	Colorado
Zip Code	80305
Country	USA
APO	
Office Phone	(303) 497-4478
Extension	
Cell Phone	
Pager	
Email/Internet	Amy.Townsend@noaa.gov
Fax	(303) 497-4170

Use your mouse or tab key to move to each box, entering the appropriate data as you go. It is **particularly important to complete the Email/Internet field** at the bottom of the screen in order for the automated Email features of WebTA to work properly. For instance, if your Supervisor does not agree with your time and attendance record and rejects rather than certifies the data you submitted, that action will cause an Email to be sent to you so that you know a change is necessary. If this field is left blank in the Locator Info screen, the Email feature cannot work and no Email notification will be sent.

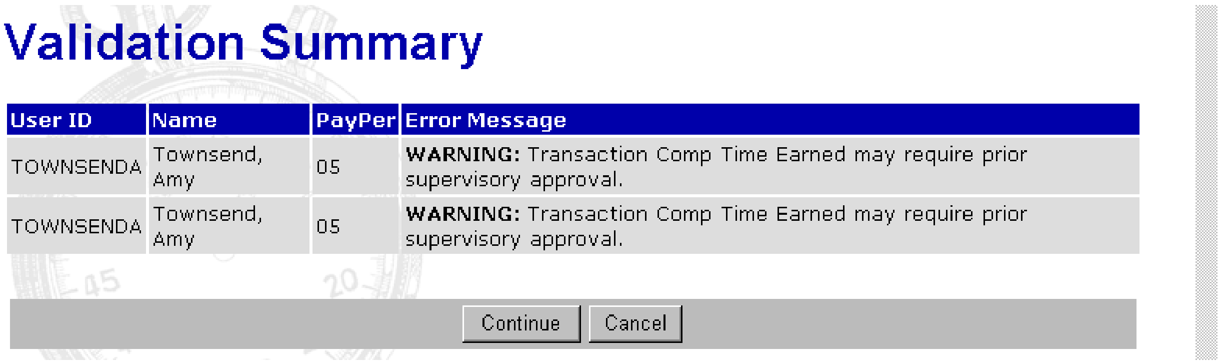
Once all the necessary entries are made, **click** the **Save** button at the bottom of the screen to save the information and return to the **Employee Main Menu** screen.

VALIDATING (APPROVING) YOUR T&A DATA

After you have made all your entries and you are satisfied that the data is complete and accurate, you must validate (approve) your record. When you validate your data, it releases the record for your Supervisor's review and certification (approval). At the **Employee Main Menu** screen, **click** the **Validate** button.


Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper

The following **Validation Summary** screen will appear if, and only if, you have any entries that require further attention.

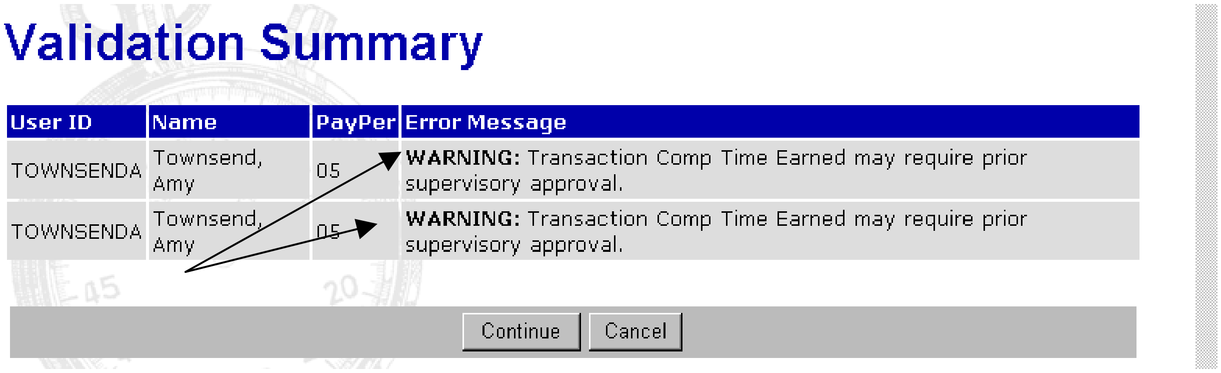

Validation Summary

User ID	Name	PayPer	Error Message
TOWNSENDA	Townsend, Amy	05	**WARNING:** Transaction Comp Time Earned may require prior supervisory approval.
TOWNSENDA	Townsend, Amy	05	**WARNING:** Transaction Comp Time Earned may require prior supervisory approval.

Continue
Cancel

There are two types of messages you may see on this screen: Errors and Warnings. It is important that both be read and understood before proceeding with the validation process.

Error Messages are indicated in bold, red typeface and the validation process **cannot** continue without the errors being corrected. The Error message will describe what entry or omission of information resulted in the error. Usually it is the result of the base hours for the tour of duty not being met, problems with premium pays, or entries that are not authorized for your tour of duty or work schedule. **Action MUST be taken to correct the errors before you can validate and your Supervisor can certify your T&A report.** To exit this screen and return to the **Employee Main Menu**, **click** on *either* the **Continue** or the **Cancel** button at the bottom of the screen. After you correct all the errors, you must perform the Validation process again.

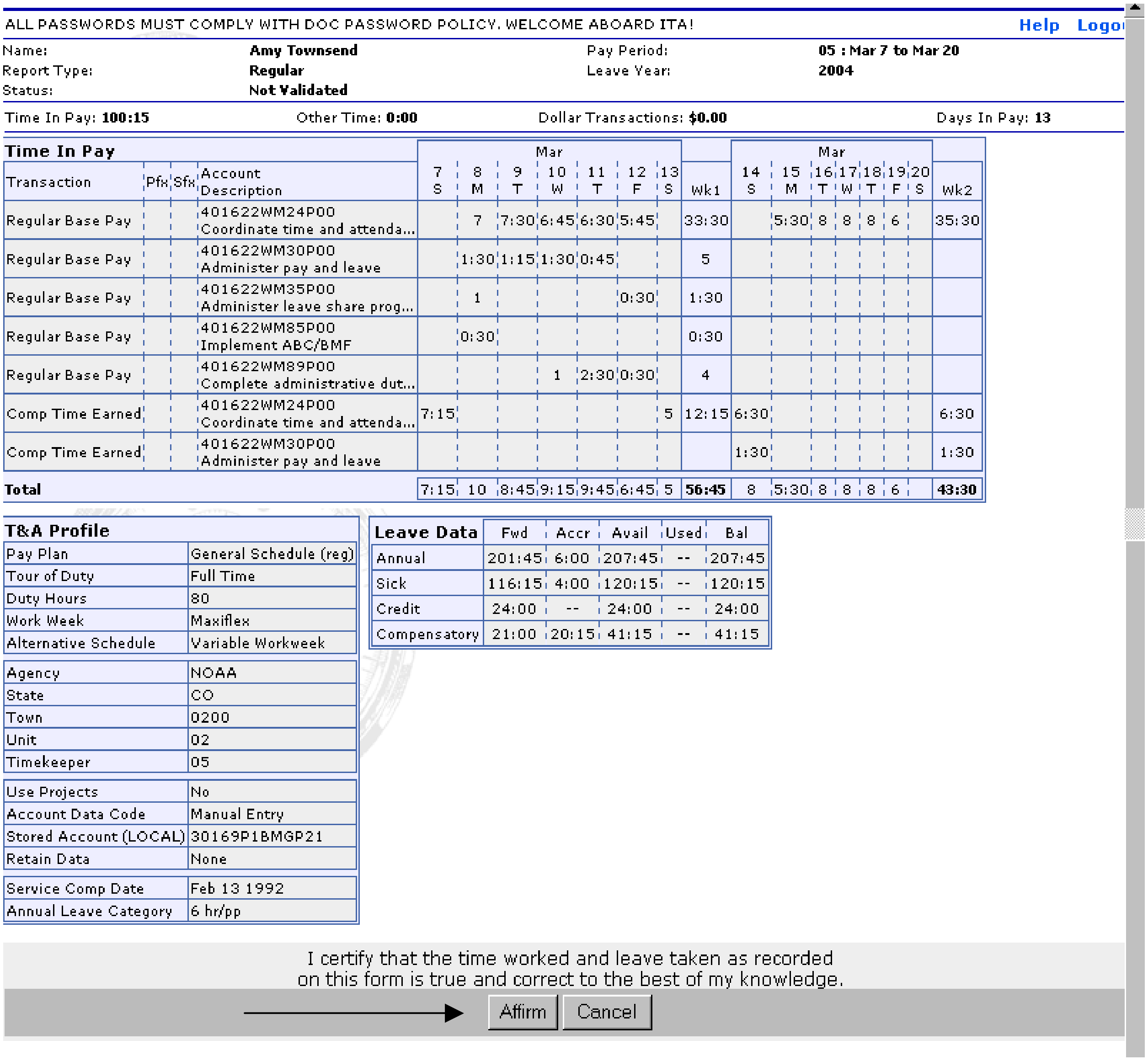

Validation Summary

User ID	Name	PayPer	Error Message
TOWNSENDA	Townsend, Amy	05	**WARNING:** Transaction Comp Time Earned may require prior supervisory approval.
TOWNSENDA	Townsend, Amy	05	**WARNING:** Transaction Comp Time Earned may require prior supervisory approval.

Continue
Cancel

Warning Messages are indicated in bold, black typeface and are generated when the *possibility* of an error exists but there is a lack of information available to the system to make a determination. Be sure to take appropriate action before proceeding, if necessary. In the example above, the warning message addresses the need for Comp Time Earned to be pre-approved by the Supervisor. In this case, there is an approved CD-81 form on file for the appropriate number of compensatory hours, so these warning messages require no further action. If only Warning Messages appear and your review of the warnings indicates no further action is necessary, **click** the **Continue** button at the bottom of the screen.

The **T&A Summary** screen now appears, ready for Validation. NOTE: If you didn't have any entries that resulted in either Warning or Error messages, when you executed the **Validate** button you would have been routed directly to this **T&A Summary** screen.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

Name:	**Amy Townsend**	Pay Period:	**05 : Mar 7 to Mar 20**
Report Type:	**Regular**	Leave Year:	**2004**
Status:	**Not Validated**		

Time In Pay: **100:15** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **13**

Time In Pay

Transaction	Pfx	Sfx	Account Description	Mar 7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk1	Mar 14 S	15 M	16 T	17 W	18 T	19 F	20 S	Wk2
Regular Base Pay			401622WM24P00 Coordinate time and attenda...		7	7:30	6:45	6:30	5:45		33:30		5:30	8	8	8	6		35:30
Regular Base Pay			401622WM30P00 Administer pay and leave		1:30	1:15	1:30	0:45			5								
Regular Base Pay			401622WM35P00 Administer leave share prog...		1				0:30		1:30								
Regular Base Pay			401622WM85P00 Implement ABC/BMF		0:30						0:30								
Regular Base Pay			401622WM89P00 Complete administrative dut...				1	2:30	0:30		4								
Comp Time Earned			401622WM24P00 Coordinate time and attenda...	7:15						5	12:15	6:30							6:30
Comp Time Earned			401622WM30P00 Administer pay and leave									1:30							1:30
Total				7:15	10	8:45	9:15	9:45	6:45	5	**56:45**	8	5:30	8	8	8	6		**43:30**

T&A Profile

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Maxiflex
Alternative Schedule	Variable Workweek
Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
Use Projects	No
Account Data Code	Manual Entry
Stored Account (LOCAL)	30169P1BMGP21
Retain Data	None
Service Comp Date	Feb 13 1992
Annual Leave Category	6 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	201:45	6:00	207:45	--	207:45
Sick	116:15	4:00	120:15	--	120:15
Credit	24:00	--	24:00	--	24:00
Compensatory	21:00	20:15	41:15	--	41:15

I certify that the time worked and leave taken as recorded
on this form is true and correct to the best of my knowledge.

After reviewing all the information and determining that it is a correct and accurate reflection of your time and attendance for the pay period, scroll down to the bottom of the screen and read the affirmation statement:

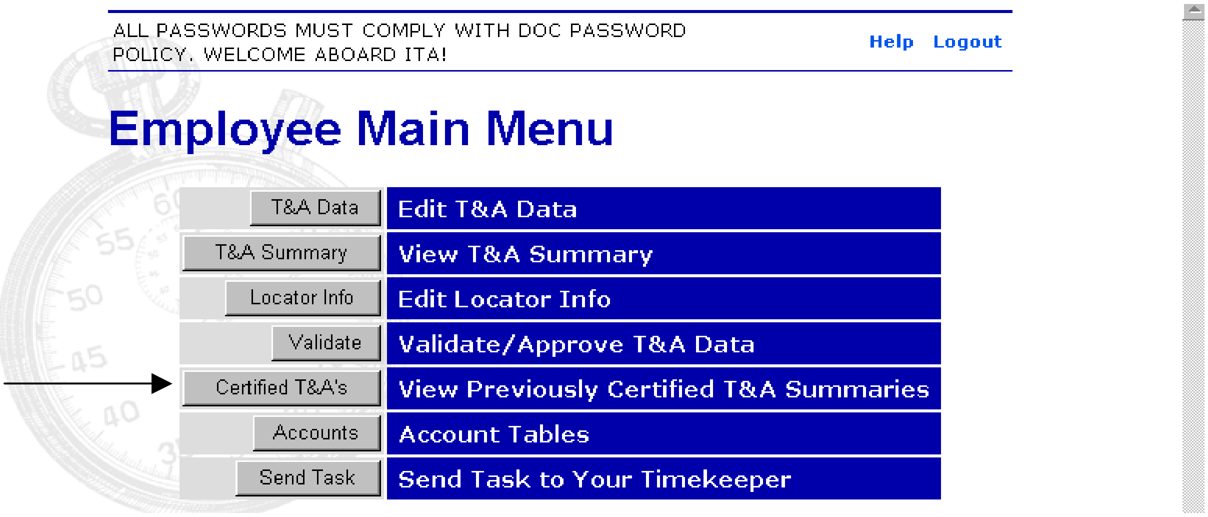
> **"I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge."**

Now **click** on the **Affirm** button (see previous page). By doing so, you have acknowledged and agreed to the affirmation statement, and your T&A record is now validated and ready for certification by your Supervisor. This action returns you to the **Employee Main Menu** screen.

Since you acknowledged and agreed to the above affirmation when you personally validated your record, there is no need for you to sign the certified hard copy of the document. However, if you cannot validate your record by the deadline, the Timekeeper can validate the record. However, the Timekeeper cannot agree to the affirmation statement on your behalf (it doesn't even appear on the Timekeeper's screen) so in cases of Timekeeper validation, the Employee MUST sign the printed copy of the certified record. The Employee's signature acts as the acknowledgment of the affirmation statement.

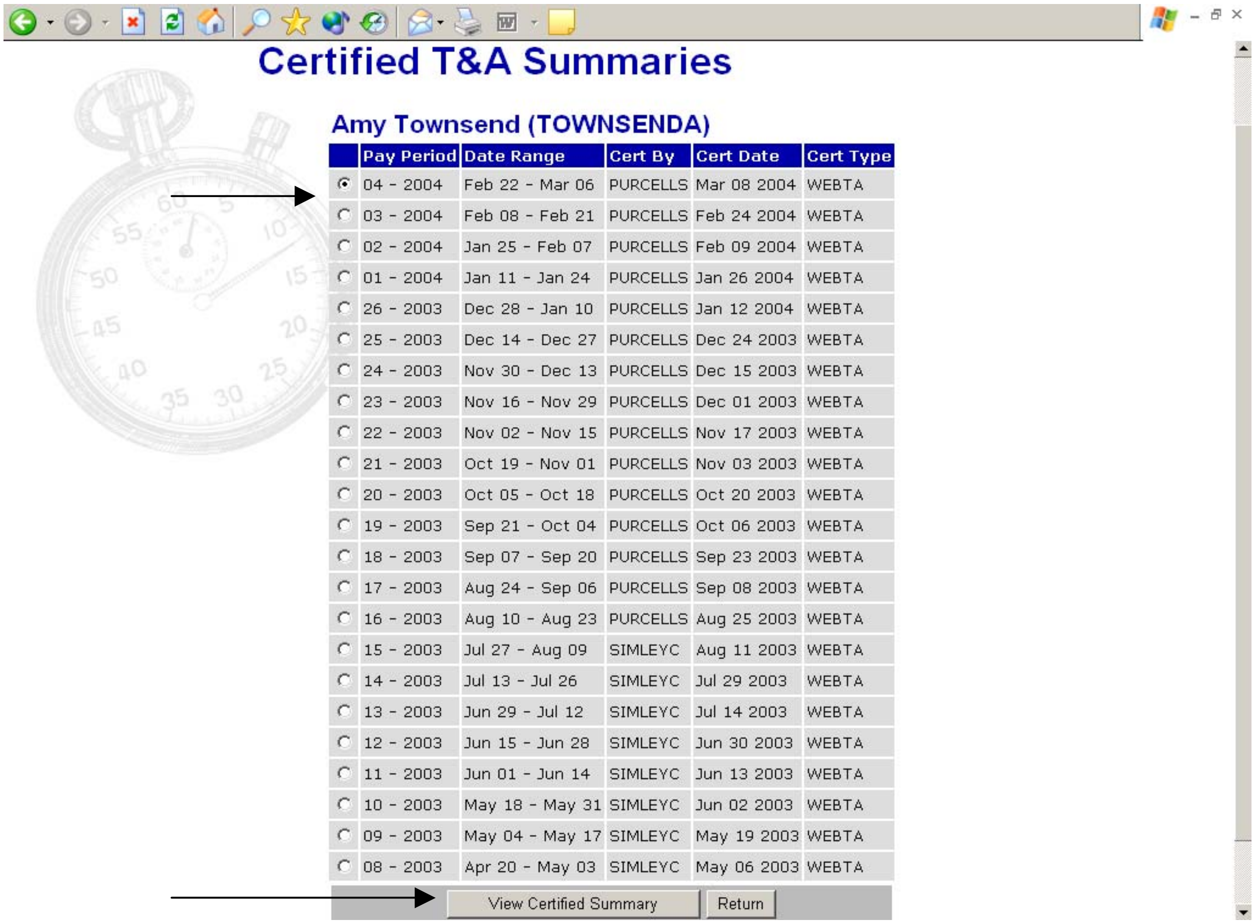
VIEWING PREVIOUSLY CERTIFIED T&A RECORDS

WebTA maintains the current pay period and 25 previous pay periods. At any time, you may view these previously certified T&A records by **clicking** on the **Certified T&A's** button while in the **Employee Main Menu**.


ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

Help
Logout
Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper

The **Certified T&A Summaries** screen appears.



Certified T&A Summaries

Amy Townsend (TOWNSENDA)

	Pay Period	Date Range	Cert By	Cert Date	Cert Type
●	04 - 2004	Feb 22 - Mar 06	PURCELLS	Mar 08 2004	WEBTA
○	03 - 2004	Feb 08 - Feb 21	PURCELLS	Feb 24 2004	WEBTA
○	02 - 2004	Jan 25 - Feb 07	PURCELLS	Feb 09 2004	WEBTA
○	01 - 2004	Jan 11 - Jan 24	PURCELLS	Jan 26 2004	WEBTA
○	26 - 2003	Dec 28 - Jan 10	PURCELLS	Jan 12 2004	WEBTA
○	25 - 2003	Dec 14 - Dec 27	PURCELLS	Dec 24 2003	WEBTA
○	24 - 2003	Nov 30 - Dec 13	PURCELLS	Dec 15 2003	WEBTA
○	23 - 2003	Nov 16 - Nov 29	PURCELLS	Dec 01 2003	WEBTA
○	22 - 2003	Nov 02 - Nov 15	PURCELLS	Nov 17 2003	WEBTA
○	21 - 2003	Oct 19 - Nov 01	PURCELLS	Nov 03 2003	WEBTA
○	20 - 2003	Oct 05 - Oct 18	PURCELLS	Oct 20 2003	WEBTA
○	19 - 2003	Sep 21 - Oct 04	PURCELLS	Oct 06 2003	WEBTA
○	18 - 2003	Sep 07 - Sep 20	PURCELLS	Sep 23 2003	WEBTA
○	17 - 2003	Aug 24 - Sep 06	PURCELLS	Sep 08 2003	WEBTA
○	16 - 2003	Aug 10 - Aug 23	PURCELLS	Aug 25 2003	WEBTA
○	15 - 2003	Jul 27 - Aug 09	SIMLEYC	Aug 11 2003	WEBTA
○	14 - 2003	Jul 13 - Jul 26	SIMLEYC	Jul 29 2003	WEBTA
○	13 - 2003	Jun 29 - Jul 12	SIMLEYC	Jul 14 2003	WEBTA
○	12 - 2003	Jun 15 - Jun 28	SIMLEYC	Jun 30 2003	WEBTA
○	11 - 2003	Jun 01 - Jun 14	SIMLEYC	Jun 13 2003	WEBTA
○	10 - 2003	May 18 - May 31	SIMLEYC	Jun 02 2003	WEBTA
○	09 - 2003	May 04 - May 17	SIMLEYC	May 19 2003	WEBTA
○	08 - 2003	Apr 20 - May 03	SIMLEYC	May 06 2003	WEBTA

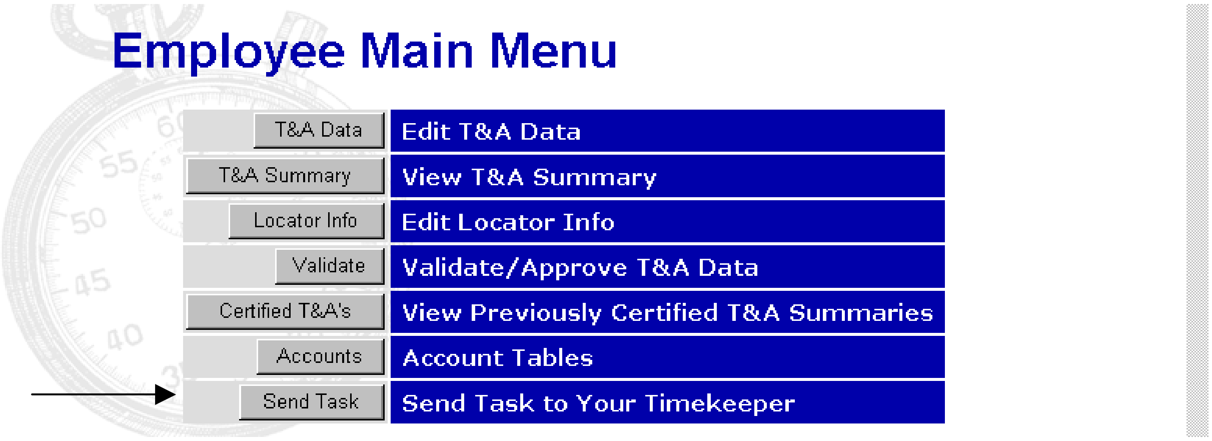
To view the **Certified T&A Summary** for a previous pay period, simply **Click** on the **radio button** to the left of the pay period you wish to view, then **Click** on the **View Certified Summary** button at the bottom of the screen. The selected T&A Certified Record will open as a pop-up window. To view the full record, you may need to move the record on your screen. To do this, simply **Click** on the **blue banner line** at the top of the record and **Drag** the pop-up window to the desired location on your screen. Use the scroll bars within the pop-up window to view additional information.

CORRECTING A PREVIOUSLY SUBMITTED RECORD

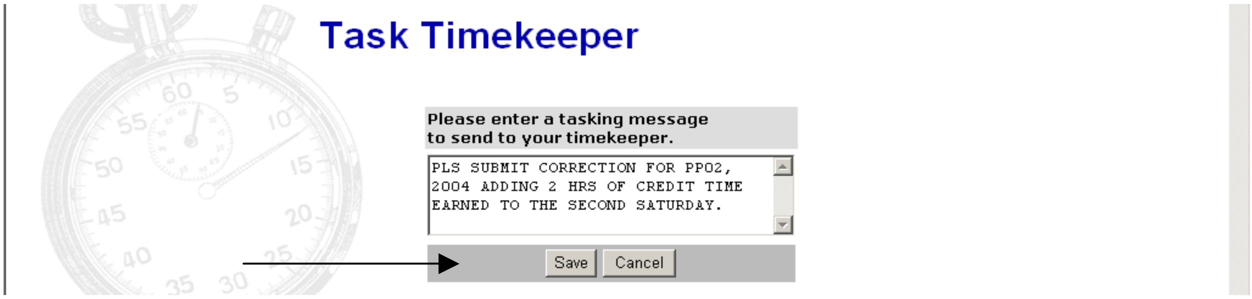
Should a previously submitted T&A record need to be corrected, notify your Timekeeper as all corrections must be processed by the Timekeeper. Only the past 25 pay periods are available for correction through WebTA (National Finance Center limitation). For corrections to pay periods occurring more than one year ago, you will need to have your Timekeeper contact the appropriate T&A Liaison to have the adjustment made. Supporting documentation is required.

SENDING A TASK TO TIMEKEEPER MESSAGE

You may communicate with your Timekeeper within WebTA by creating and sending a Task to Timekeeper message. To create such a message, **click** on the **Send Task** button on the **Employee Main Menu**.


Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper

The **Task Timekeeper** screen appears. **Click** in the **message box** and **type** your message. **Click** the **Save** button to save your message and return to the **Employee Main Menu**.

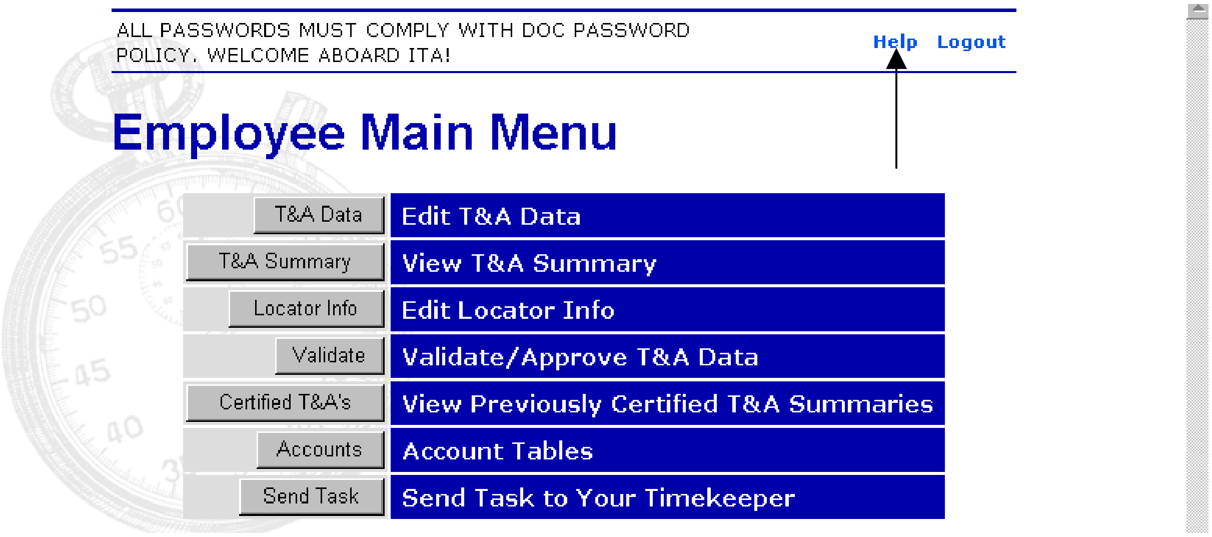

Task Timekeeper
Save
Cancel

Please enter a tasking message to send to your timekeeper.

PLS SUBMIT CORRECTION FOR PP02, 2004 ADDING 2 HRS OF CREDIT TIME EARNED TO THE SECOND SATURDAY.

HELP FEATURE

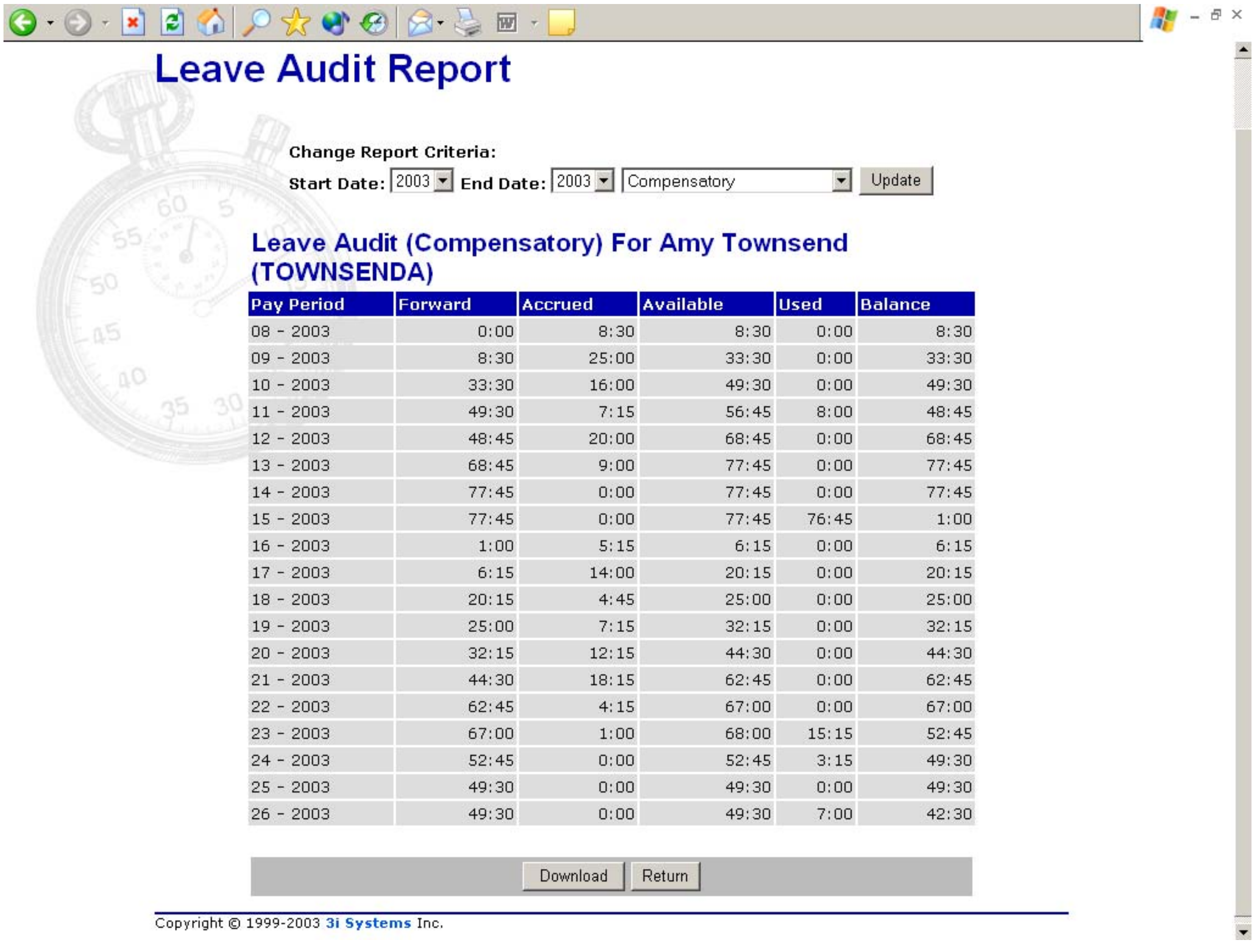
If you need assistance during any WebTA session, you may **click** on the blue "**Help**" which is located at the top right of each screen. This action will take you to the Help Manual for the screen you are viewing.


Help
Logout
Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper

ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

AUTOMATED LEAVE AUDITS

The HR Administrator has access to system-generated audits for the following leave categories: annual leave, sick leave, credit hours, compensatory leave, religious compensatory leave, shore leave, home leave, restored annual leave, time-off awards, Leave Without Pay (LWOP), Away Without Official Leave (AWOL), Suspension, Furlough, Emergency Military Leave, Regular Military Leave. In the future when the Leave Module of WebTA is activated, audits for leave used under both the Voluntary Leave Transfer Program and the Emergency Leave Transfer Program will also be available. Here is an example of a compensatory leave audit:



Leave Audit Report

Change Report Criteria:

Start Date: 2003 End Date: 2003 Compensatory

Leave Audit (Compensatory) For Amy Townsend (TOWNSENDA)

Pay Period	Forward	Accrued	Available	Used	Balance
08 - 2003	0:00	8:30	8:30	0:00	8:30
09 - 2003	8:30	25:00	33:30	0:00	33:30
10 - 2003	33:30	16:00	49:30	0:00	49:30
11 - 2003	49:30	7:15	56:45	8:00	48:45
12 - 2003	48:45	20:00	68:45	0:00	68:45
13 - 2003	68:45	9:00	77:45	0:00	77:45
14 - 2003	77:45	0:00	77:45	0:00	77:45
15 - 2003	77:45	0:00	77:45	76:45	1:00
16 - 2003	1:00	5:15	6:15	0:00	6:15
17 - 2003	6:15	14:00	20:15	0:00	20:15
18 - 2003	20:15	4:45	25:00	0:00	25:00
19 - 2003	25:00	7:15	32:15	0:00	32:15
20 - 2003	32:15	12:15	44:30	0:00	44:30
21 - 2003	44:30	18:15	62:45	0:00	62:45
22 - 2003	62:45	4:15	67:00	0:00	67:00
23 - 2003	67:00	1:00	68:00	15:15	52:45
24 - 2003	52:45	0:00	52:45	3:15	49:30
25 - 2003	49:30	0:00	49:30	0:00	49:30
26 - 2003	49:30	0:00	49:30	7:00	42:30

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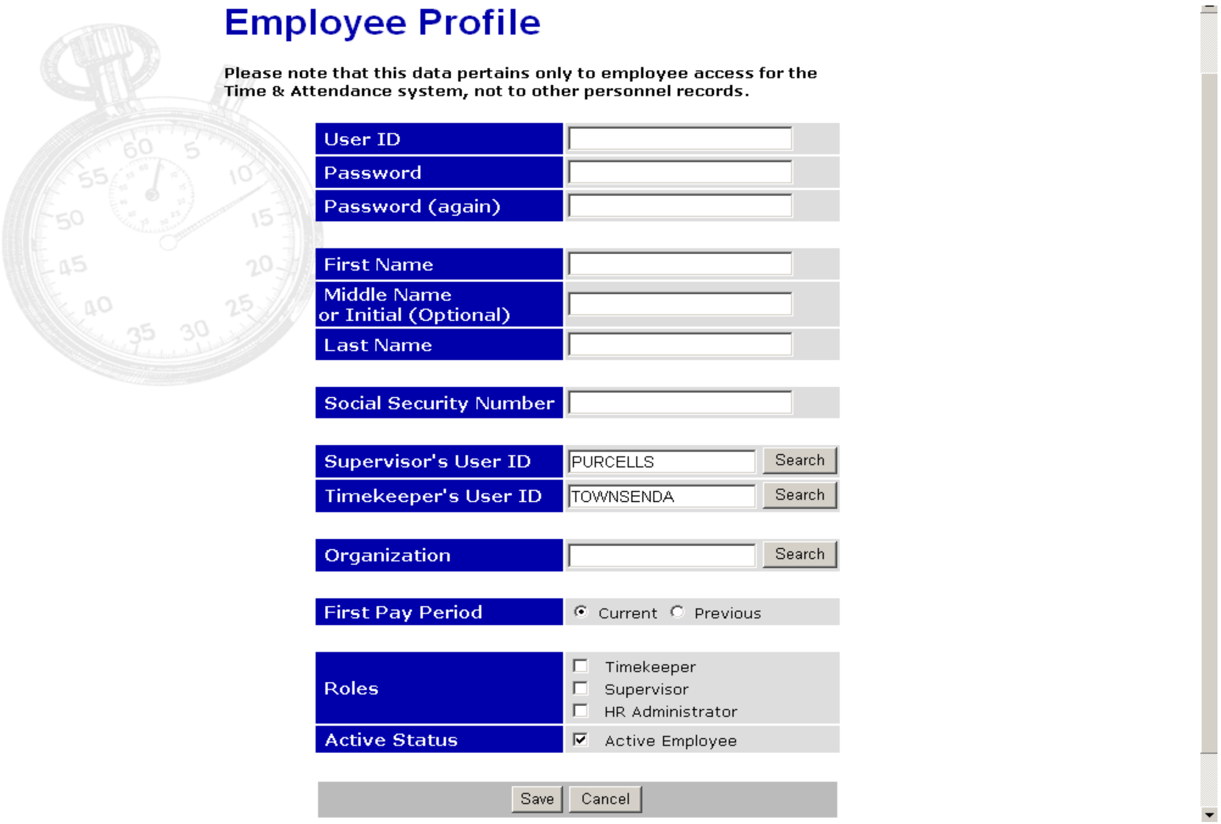
These leave audits can be downloaded and sent to the Employee, Timekeeper, or Supervisor.

NOTE: NOAA has requested a few enhancements to WebTA. First, that Family Friendly Medical Leave and transaction codes relating to union activities be added to the list of pay types for which automatic audits may be generated. Additionally, we have requested that the ability to generate these audits be granted to at least the Timekeeper and Supervisor roles in the near future.

SECURITY FEATURES

Privacy One of the important improvements gained by converting to WebTA is that privacy information, such as social security numbers, is far more secure than in past systems. Your social security number is only visible in the Employee Profile screen maintained by the Timekeeper (blank sample follows) and will no longer appear on the printed report.



Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	
Password	
Password (again)	
First Name	
Middle Name or Initial (Optional)	
Last Name	
Social Security Number	
Supervisor's User ID	PURCELLS
Timekeeper's User ID	TOWNSENDA
Organization	
First Pay Period	● Current ○ Previous
Roles	☐ Timekeeper ☐ Supervisor ☐ HR Administrator
Active Status	☑ Active Employee

Access As previously stated, Netscape (version 7.1 or higher) may be used to access WebTA but, generally speaking, **Internet Explorer (version 5.5 or higher) is the better choice for this application**.

Never use your browser forward and back keys as they will cause you to be disconnected from WebTA, and you may lose any unsaved data. Instead, always use the button options at the bottom of the screen (Save, Cancel, Return, etc.)

Passwords All passwords must comply with Department of Commerce policy:

- Be at least 8 characters in length
- Contain at least 1 alpha, 1 numeric and 1 non-numeric special character (!#$%^&*, etc.)
- 6 characters may only occur once in the password (e.g., 'AAAAAAA1' is not acceptable, but 'A%rmp2g3' and 'A%ArmA2g3' are acceptable)
- Are case-sensitive
- Cannot be common words, manufacturer defaults, user names, words found in dictionaries, or common character sequences (e.g., 3456, ghijk, Doejohn, 2468, etc.)
- 7 days prior to expiration, you are warned and given an opportunity to change your password at that time. **Failure to change an expired password results in access to the system being denied.** If this occurs, you will need to contact your Timekeeper to have your password reset.
- Passwords cannot be reused for at least 365 days or 10 changes (whichever is longer).

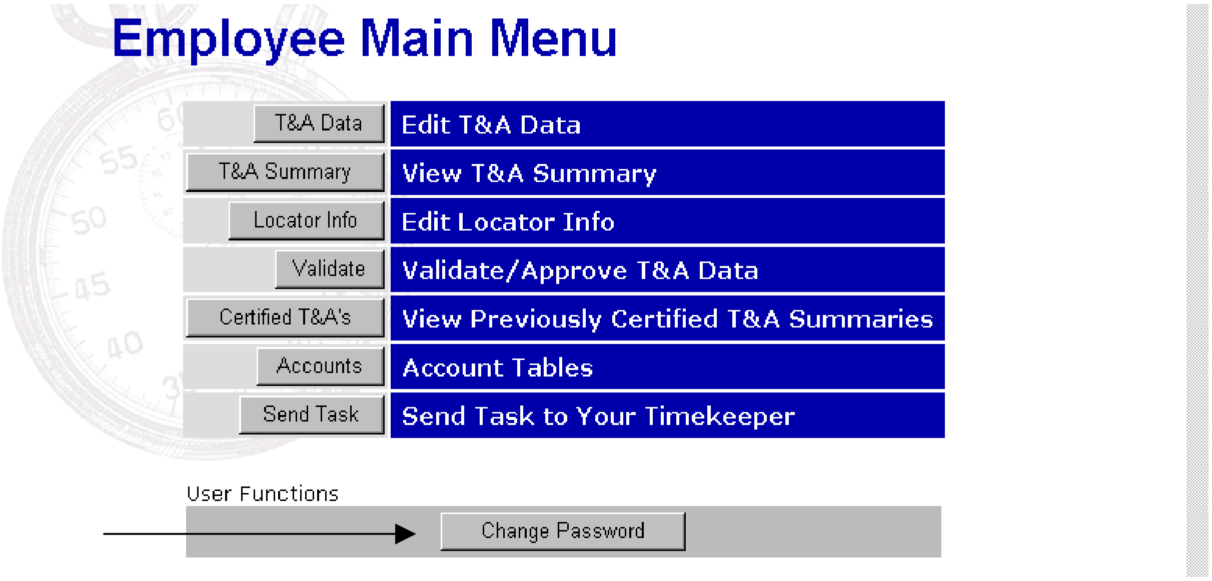
After three consecutive unsuccessful attempts to log in, your account will be disabled and your Timekeeper or HR Administrator must then unlock your account. If you forget your password, you will need to contact your Timekeeper to have a new password established.

After a period of inactivity (about 10 minutes), you will be automatically logged out of WebTA.

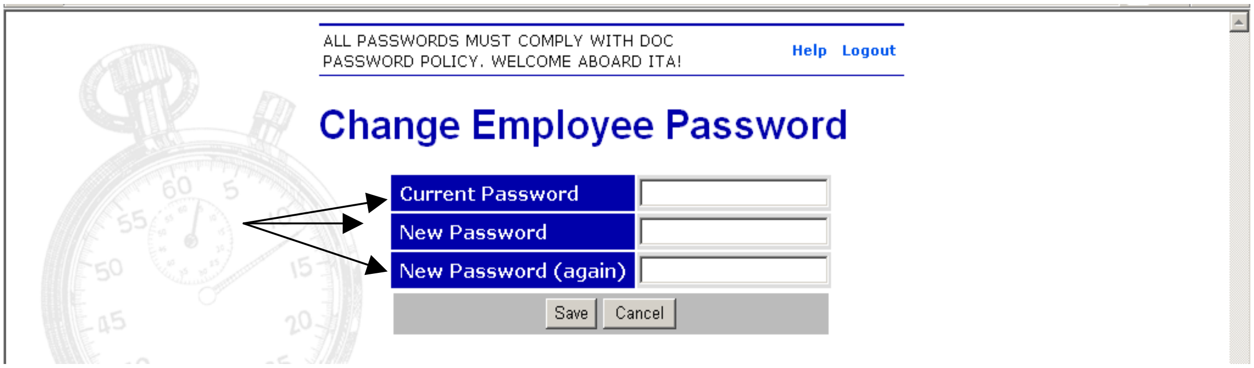
Rules of Behavior All users of WebTA are required to agree to the terms outlined in the Rules of Behavior document (see Appendix A). A signed copy of the Rules of Behavior must be maintained by the Timekeeper in the T&A file for each individual employee.

CHANGING YOUR PASSWORD

At the **Employee Main Menu** screen, scroll down to the User functions and **Click** on the **Change Password** button.


Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
Account Tables
Send Task
Send Task to Your Timekeeper
User Functions
Change Password

The **Change Password** screen now appears.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

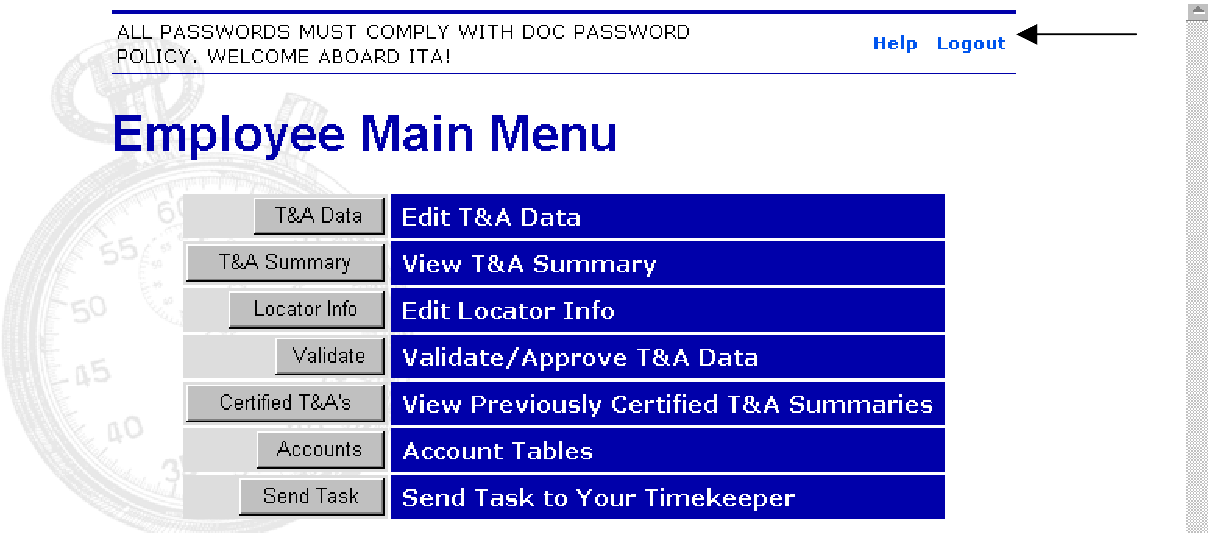
Help
Logout
Change Employee Password
Current Password
New Password
New Password (again)
Save
Cancel

To change your password, type in your current password once. Use your mouse or tab key to move to the next field and type in your new password. Repeat the new password in the next field. **Click** the **Save** button to save your new password and to return to the **Employee Main Menu**.

If you are assigned multiple roles within WebTA, changing your password in *any* of your roles changes it for *all* of your roles.

LOGGING OUT OF WebTA

When you desire to log out of WebTA, **click** on the blue “**Logout**” located at the top right of any screen.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!

Help
Logout
Employee Main Menu
T&A Data
Edit T&A Data
T&A Summary
View T&A Summary
Locator Info
Edit Locator Info
Validate
Validate/Approve T&A Data
Certified T&A's
View Previously Certified T&A Summaries
Accounts
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Send Task
Send Task to Your Timekeeper

This action takes you back to the **WebTA Login** screen. Simply **Close** the application by **clicking** on the “**X**” button in the top right corner of your screen, as you would to close any application.

ADDITIONAL RESOURCES

There are many pay and leave rules which directly affect time and attendance. It is imperative that you have an understanding of these rules and to help you in that pursuit, listed below are additional resources available to you:

Manuals:

- Time & Attendance Manual, Department of Commerce, July 1994
  (your timekeeper should have a hard copy; this manual is not online)
- Handbook on Hours of Duty & Leave Administration
  - http://ohrm.doc.gov/handbooks/leave.htm
- Pay Handbook, Part I, General Pay
  - http://ohrm.doc.gov/handbooks/pay_manual.htm
- Pay Handbook, Part II, Premium Pay
  - http://ohrm.doc.gov/handbooks/premium_pay_manual.htm
- Handbook on Alternative Work Schedules
  - http://www.opm.gov/oca/aws/index.htm

Websites:

- http://www.masc.noaa.gov/
  - Leave/Time & Attendance Home Page
    - http://www.masc.noaa.gov/masc/hrd/leaveta.html
- http://www.easc.noaa.gov/
- http://www.wasc.noaa.gov/
- http://www.rdc.noaa.gov/~casc/main.html

T&A Liaisons:

- Your Timekeeper/Administrative Officer
- NOAA Time & Attendance Services Office – Boulder, CO

Training Classes:

Conducted regularly by the NOAA Time & Attendance Services Office

- WebTA training for Employees
- WebTA training for Supervisors
- WebTA training for Timekeepers
- DOS training for Timekeepers
- Advanced Timekeeping
- Customized Classes

APPENDIX A: RULES OF BEHAVIOR

The Rules of Behavior provide guidelines for the use of Department of Commerce (DOC) information technology (IT) resources operated at the Department's facilities. The purpose of these guidelines is to increase individual awareness and responsibility, as well as to ensure that all users utilize information technology (IT) resources in an efficient, ethical, and lawful manner. Once completed, the Rules of Behavior are to be maintained by each user office.

I understand that the following must be read and acknowledged in order to be granted access to WebTA:

1. I will only use the UserId for which I am authorized and will not divulge my UserId or account access procedures to an unauthorized user.

2. I consent to monitoring and security testing to ensure proper security procedures and appropriate usage are being observed for WebTA.

3. I understand that I am required to report all observed compromises of IT security (viruses, unauthorized access, theft, inappropriate use, etc.) to my immediate supervisor.

4. I will not make or use unauthorized copies of copyrighted software, except as permitted by law or the owner of the copyright.

5. I understand that IT resources, including e-mail accounts, are for authorized Government use only. I agree not to use WebTA for fraudulent, harassing, or sexually explicit messages and/or materials. Additionally, I will not send, retain, nor proliferate any such material on Government systems.

6. I am responsible for protecting and maintaining to the best of my ability any information used or stored in my accounts. I will not attempt to access any data or programs contained on systems for which I am not authorized nor have explicit consent of the data/program manager.

7. When I no longer require access to WebTA, I will notify my immediate supervisor, and make no further attempt to access these resources.

8. I understand that for access to WebTA, users are required to invoke a login process requiring a UserId and password.

9. I understand that passwords are required for accounts for WebTA. I will manage my password in accordance with the DOC Policy for Managing Passwords and any password policy within my operating unit.

10. I will logoff the network when I need to be away from my office for more than 5 minutes, and shutdown the system or use a password-protected screen saver or security package that prevents unauthorized access to my personal computer.

11. I understand that remote access to the network (e.g., while teleworking) poses additional security risks. I will comply with established DOC policies and guidelines for remote access of network services.

12. I understand that use of the Internet places a great deal of trust and responsibility at the employee/supervisor level. I will comply with the tenets of the DOC Internet Use Policy.

13. I acknowledge that I have received and successfully completed IT Security Awareness training in accordance with all DOC IT Security policies.

I further understand that failure to abide by these guidelines may constitute grounds for termination of access privileges, administrative actions, and/or criminal prosecution, if warranted. All signatures are required prior to approval and granting of WebTA privileges by the WebTA administrator.

User Name: ____

Office or Organization: ___________________________________

Bureau/Organization: _____________________________________

____ __________

Signature Date